



***HERITAGE HARBOR
COMMUNITY DEVELOPMENT DISTRICT***

Agenda Package

Regular Meeting

***Tuesday
August 8, 2023
5:30 p.m.***

***Location:
Heritage Harbor Clubhouse
19502 Heritage Harbor Parkway
Lutz, FL 33558***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval, or adoption.

Heritage Harbor Community Development District

250 International Parkway, Suite 208
Lake Mary FL 32746
(321) 263-0132

Board of Supervisors
Heritage Harbor Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community Development District is scheduled for **Tuesday, August 8, 2023, at 5:30 p.m.** at the **Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, FL 33558.**

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-285 or tdobson@vestapropertyservices.com. We look forward to seeing you at the meeting.

Sincerely,

Tish Dobson

Tish Dobson
District Manager

Cc: Attorney
Engineer
District Records

District: **HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, August 8, 2023
Time: 5:30 PM
Location: Heritage Harbor Clubhouse
19502 Heritage Harbor Parkway
Lutz, Florida 33558

Call-in Number: +1 (929) 205-6099

Meeting ID: 913 989 9080

Passcode: 842235

Zoom Link:

<https://vestapropertyservices.zoom.us/j/9139899080?pwd=aFdWVzFxb3Y0L2w4eG9VTnZRakl0UT09>

Revised Agenda

I. Roll Call

II. Audience Comments – *(limited to 3 minutes per individual for agenda items)*

III. Landscape & Pond Maintenance

A. Greenview Landscape as Inspected by OLM – July 27, 2023 – [Exhibit 1](#)
93.5%

B. Steadfast Environmental – Waterway Inspection Report [Exhibit 2](#)

IV. Consent Agenda

A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held July 11, 2023 [Exhibit 3](#)

B. Consideration for Acceptance – The July 2023 Unaudited Financial Report [Exhibit 4](#)

C. Ratification of Southscapes Landscape Cutback Proposal [Exhibit 5](#)

V. Business Matters

A. Consideration of Reserve Study Proposal Options [Exhibit 6](#)

1. Community Advisors – *previously presented*

a. Clubhouse/Common Area

b. **Golf Course**

2. Custom Reserves – *previously presented*

3. Reserve Advisors

B. **Consideration of Safety Storage Building Ramp Proposal** [Exhibit 7](#)

VI. Staff Reports

A. Golf Operations

B. **District Manager & Field Operations Report** [Exhibit 8](#)

C. District Attorney

D. District Engineer

VII. Supervisors Requests

VIII. Audience Comments – New Business – *(limited to 3 minutes per individual for non-agenda items)*

IX. Next Meeting Quorum Check: September 12, 5:30 PM

David Penzer	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Russ Rossi	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Clint Swigart	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Shelley Grandon	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Jeffrey Witt	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO

X. Adjournment

EXHIBIT 1



HERITAGE HARBOR CDD

LANDSCAPE INSPECTION

July 27, 2023

ATTENDING:

ADAM RHUM – GREENVIEW LANDSCAPE

PAUL WOODS – OLM, INC.

SCORE: 93.5%

**NEXT INSPECTION
AUGUST 24, 2023 AT 9:00 AM**

CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 06/29/2023

HARBOR TOWNE

6. Clubhouse frontage: Remove trash and debris weekly.

COMMONS

17. Harbor Lake golf cart crossing: Control turf weeds.

CATEGORY II: MAINTENANCE ITEMS

HARBOR TOWNE

1. Remove debris in common beds.
2. Tennis court perimeter: Continue to hand prune deadwood from the Viburnum.
3. Haystack prune Fountain Grass once the blooms are spent.
4. Across the frontage: Improve debris removal in beds.
5. Near the SRK Camp entrance: Confirm sod is graded and uniform.
6. Remove Spanish and Ball Moss up to 15 feet in trees.
7. Near the bag drop: Rejuvenate prune Red Fountain Grass.
8. **Pro shop entrance: Maintain the palms in a compact canopy to avoid overhang.**
9. Behind the clubhouse: Treat Ilex Schilling with a systemic fungicide.
10. Northeast corner of the pool seating area: Repair the mower damaged white column.
11. Pool seating area: Improve fertility to the Robellini palms, avoid over pruning palms.
12. Around the south perimeter of the pool: Establish and maintain a uniform hedge.
13. Entrance: Improve color in the Queen palms.
14. Adjacent to porte-cochere: Repair under warranty areas of pest damaged turf in the center island.

COMMONS

15. Remove bed weeds after herbicide services.
16. Continue to remove debris.
17. Bridge: Prune back Brazilian Pepper overgrowth.
18. North bound right of way north of Sea Cove Drive: Repair under warranty pest damaged St. Augustine.
19. **Inlet Cove Court: Line trim uniformly down to the waters edge after pond mowing services.**
20. **Sea Misty frontage berm: Remove viney growth and Oak volunteers.**
21. Around the perimeter of the lift station at Sea Mist: Prune downward growth in Brazilian Pepper striking the Viburnum hedgerow.
22. **Remove herbicided weeds.**
23. Maintain consistent pruning schedules in the common pocket parks.
24. 19000 block Harbor Bridge: Remove the PVC pipe laying in the wood line.
25. Gatehouse: Rejuvenate prune Variegated Ginger to approximately 2 feet removing the oldest stalks.
26. Rejuvenate prune Fakahatchee Grass.
27. Throughout Fishermen bend right of way: Continue to prune back wood line overgrowth.
28. Complete line trimming around the storm =water structures during mowing services.
29. Cypress Green entrance: Rejuvenate prune Fountain Grass.
30. Remove viney growth and bed weeds.
31. Across the Lutz Lake Fern frontage: Use nonselective controls to control weedy growth in the Saw Palmetto.
32. Gatehouse: Control turf disease.
33. Inbound right of way: Improve vigor in Asian Jasmine.
34. Along the entrance right of way: Improve vigor in perennial Peanut.
35. Remove Spanish Moss and weak attachments in trees.

CATEGORY III: IMPROVEMENTS – PRICING

1. Harbor Towne: Provide a price to install gravel near the Racket Club sign drain inlet.
2. Harbor Towne; golf cart parking: Provide a price to resod the area of damaged turf.
3. Harbor Towne: Review the proposal to reduce the erosion along the north perimeter of the tennis court with Ray.
4. North of the Harbor Towne entrance: Provide a price to sod the unirrigated right of way with Bahia.
5. Entrance berm: Provide a price to supplement perennial Peanut.

CATEGORY IV: NOTES TO OWNER

1. Attention Tish- We recommend the approval of the proposal to remove the 2 declining palms at the north end of the pool seating area.
2. I recommend target pruning the row of Oaks between Monterrey and Harbor Towne to improve light penetration to turf and shrubs.
3. Contractor reports seasonal color will be installed the 1st week of August and the Society Garlic will be replaced with a low hedge of Gold Mound Duranta.

CATEGORY V: NOTES TO CONTRACTOR

NONE

cc: Jackie Leger jleger@dpfgmc.com
Tish Dobson tdobson@dpfgmc.com
Ray Leonard rleonard@greenacre.com
Larry Rhum debs@greenviewfl.com

HERITAGE HARBOR CDD

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15		
TURF EDGING	5		Tennis court
WEED CONTROL – TURF AREAS	10	-5	Grassy weeds/warranty right of way near bridge/back of Club
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	-3	Leaf litter, windfall, clubhouse trash (bottle caps)
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5	-2	6, 17

B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
MAXIMUM VALUE	145		

Date: 7-27-23 _Score: 93.5% *Performance Payment*TM100.

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____

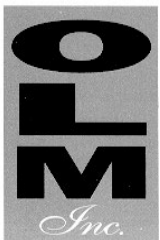


EXHIBIT 2



Heritage Harbor CDD Aquatics

Inspection Date:

7/31/2023 12:08 PM

Prepared by:

Lee Smith

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM
813-836-7940

Inspection Report

SITE: 54

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Subsurface algae is present around the perimeter of this pond in minor amounts. No other nuisance vegetation was observed. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
		<input type="checkbox"/> Other:	

SITE: 55

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Scattered algae is present throughout this pond. Our technician will target this algae during the next maintenance event.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
		<input type="checkbox"/> Other:	

Inspection Report

SITE: 56

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Very minor amounts of algae are present throughout this pond and around the perimeter. No other nuisance vegetation was observed. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

SITE: 58

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Subsurface algae is present in minor amounts. Pond is in excellent condition otherwise.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

Inspection Report

SITE: 59

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Algae is present throughout this pond in minor amounts. Torpedo grass was also observed in some areas as well. Our technician will target these nuisance species during the next maintenance event.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears Chara
	Hydrilla	Slender Spikerush	Other:

SITE: 66

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

No nuisance vegetation growth observed. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears Chara
	Hydrilla	Slender Spikerush	Other:

Inspection Report

SITE: 67 + 74

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Surface algae is present around the perimeter in minor amounts. Beneficial vegetation that is present is in healthy condition.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears Chara
	Hydrilla	Slender Spikerush	Other:

SITE: 68

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

No nuisance vegetation growth was observed. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears Chara
	Hydrilla	Slender Spikerush	Other:

Inspection Report

SITE: 69

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Very minor amounts of subsurface algae were present in this pond. Pond is in excellent condition otherwise.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

SITE: 75

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Decaying surface algae is present along some areas of the perimeter. Our technician will target this algae during the next maintenance visit.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

MANAGEMENT SUMMARY



With the passing of the solstice, we are currently in the longest, hottest part of the year, the height of Summer. As such, algae and vegetation are growing as rapidly as possible. At this time of year, it will be a cyclical battle against these forces until more frequent rainfall or cooler temperatures bring relief with the onset of Fall. Our most recent visit was today (Monday, 7/31), and evidence of our technician's treatment should be apparent all throughout the community in the next few days. Recently treated algae and vegetation on all ponds will begin to decay following treatment, and will disappear over the course of 7-10 days. All waterways are being closely monitored and treated accordingly to keep them as healthy as possible during these warm summer months.

Considering the season, most ponds are in excellent or great condition. Nuisance grasses were still present in minor amounts and will be a main focus going forward. In terms of algal activity, there are still moderate amounts of decaying algae around the perimeters and throughout some ponds. Those ponds that still contain notable amounts of algae will be on our technician's radar for future visits. Some ponds simply require light touch ups to stay in good health during the summer conditions. Proceeding treatments will continue to combat any new growth that pops up between visits, as the growing season continues. Rains have improved most pond conditions favorably, and should continue to improve them as we move into the rainy, summer months.

RECOMMENDATIONS

Continue to treat ponds for algae, administer follow-ups to ponds experiencing extended decay times.

Administer treatments to any nuisance grasses growing along exposed shorelines and within beneficial plants.

Continue to apply treatment to overgrown littoral areas.

Avoid overtreating ponds, to prevent fish kills or toxic blooms.

Stay alert for debris items that find their way to the pond's shore.

Thank you for choosing Steadfast Environmental!

MAINTENANCE AREA



Heritage Harbor CDD
Heritage Harbor Pkwy, Lutz, FL

Gate Code:

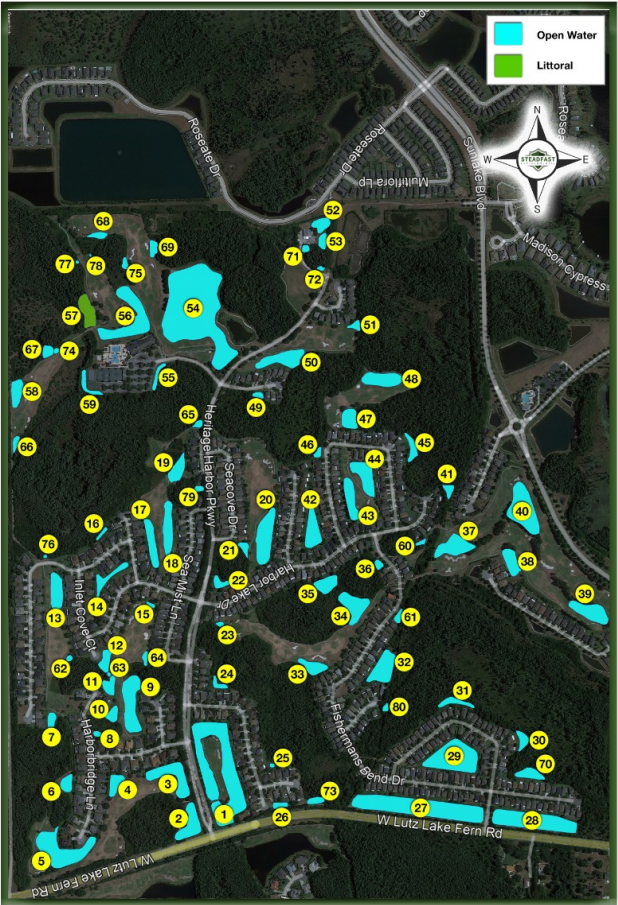


EXHIBIT 3

1 **MINUTES OF MEETING**

2 **HERITAGE HARBOR**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Heritage Harbor Community Development
5 District was held on Tuesday, July 11, 2023 at 5:30 p.m. at the Heritage Harbor Clubhouse, 19502 Heritage
6 Harbor Parkway, Lutz, Florida 33558.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Dobson called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Shelley Grandon	Board Supervisor, Chairwoman
11 Russ Rossi (<i>via phone</i>)	Board Supervisor, Vice Chairman
12 Jeffrey Witt	Board Supervisor, Assistant Secretary
13 David Penzer	Board Supervisor, Assistant Secretary

14 Also present were:

15 Tish Dobson	District Manager, Vesta District Services
16 Tracy Robin	District Counsel, Straley Robin Vericker
17 John Panno	Pro Shop Manager, Golf Course

18 *The following is a summary of the discussions and actions taken at the July 11, 2023 Heritage Harbor CDD*
19 *Board of Supervisors Regular Meeting.*

20 **SECOND ORDER OF BUSINESS – Audience Comments**

21 A resident commented on the drainpipe work on the golf course. Discussion ensued.

22 **THIRD ORDER OF BUSINESS – FY 2024 Budget Public Hearing**

23 A. Open the Public Hearing

24 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board opened the
25 FY 2024 Budget Public Hearing, for the Heritage Harbor Community Development District.

26 B. Exhibit 1: Presentation of Public Notices

27 C. Exhibit 2: Presentation of FY 2023-2024 Budget

28 D. Public Comments

29 Supervisor Rossi asked about the Sheriff’s Office line item. Discussion ensued.

30 Discussion ensued regarding HVAC.

31 E. Close the Public Hearing

32 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board closed the
33 FY 2024 Budget Public Hearing, for the Heritage Harbor Community Development District.

34 F. Exhibit 3: Consideration & Adoption of **Resolution 2023-04**, Adopting Fiscal Year 2023-2024
35 Budget

36 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board adopted
37 **Resolution 2023-04**, Adopting Fiscal Year 2023-2024 Budget, for the Heritage Harbor Community
38 Development District.

- 39 G. Exhibit 4: Consideration & Adoption of **Resolution 2023-05**, Levying O&M Assessments for
40 Fiscal Year 2023-2024

41 On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board adopted
42 **Resolution 2023-05**, Levying O&M Assessments for Fiscal Year 2023-2024, for the Heritage Harbor
43 Community Development District.

44 **FOURTH ORDER OF BUSINESS – Landscape & Pond Maintenance**

- 45 A. Exhibit 5: Greenview Landscape as Inspected by OLM – June 29, 2023 – 91%
46 B. Exhibit 6: Steadfast Environmental – Waterway Inspection Report

47 **FIFTH ORDER OF BUSINESS – Golf Operations**

48 **This item was presented out of order after the Seventh Order of Business, Business Matters.**

- 49 A. Golf Course Report

50 Mr. Panno gave an overview of his and Marty’s reports for June. Discussion ensued regarding
51 staffing.

52 **SIXTH ORDER OF BUSINESS – Consent Agenda**

- 53 A. Exhibit 7: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
54 Held June 13, 2023

55 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved the
56 Minutes of the Board of Supervisors Regular Meeting Held June 13, 2023, for the Heritage Harbor
57 Community Development District.

- 58 B. Exhibit 8: Consideration for Acceptance – The May 2023 Unaudited Financial Report

59 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board accepted the
60 May 2023 Unaudited Financial Report, for the Heritage Harbor Community Development District.

61 **SEVENTH ORDER OF BUSINESS – Business Matters**

- 62 A. Exhibit 9: Consideration of Worker’s Comp. Insurance
63 Discussion ensued.

64 On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved
65 the Worker’s Comp. Insurance, for the Heritage Harbor Community Development District.

- 66 B. Exhibit 10: Consideration & Adoption of **Resolution 2023-06**, Designating Meeting Dates, Times,
67 & Location

68 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WILL ALL IN FAVOR, the Board adopted
69 **Resolution 2023-06**, Designating Meeting Dates, Times, & Location, for the Heritage Harbor Community
70 Development District.

- 71 C. Exhibit 11: Consideration of Reserve Study Proposal Options
72 Discussion ensued. This item was tabled to the August agenda.
73 1. Community Advisors

74 2. Custom Reserves

75 D. Exhibit 12: Consideration of Greenview Landscaping Plant Installation Proposals

76 On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved
77 the Greenview Landscaping Plant Installation proposals, in the amount of \$1,573.00, for the Heritage
78 Harbor Community Development District.

79 E. Exhibit 13: Consideration of Southscapes Landscape Maintenance Natural Area Cleanup Proposal

80 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved the
81 Southscapes Landscape Maintenance Natural Area Cleanup proposal, in the amount of \$3,500.00, for the
82 Heritage Harbor Community Development District.

83 F. Exhibit 14: Consideration of Southscapes Landscape Palm Tree Removal & Replacement Proposal
84 Discussion ensued. This item was tabled.

85 G. Exhibit 15: Discussion of July Article – View from the 19th Hole

86 Supervisor Rossi noted concerns regarding the article in the newsletter referencing fishing within
87 the community. Discussion ensued.

88 **EIGHTH ORDER OF BUSINESS – Staff Reports**

89 A. Exhibit 16: District Manager & Field Operations Report

90 Supervisor Witt offered to be the reclaimed water liaison.
91 Discussion ensued regarding the use of the guard house.

92 B. District Attorney

93 Mr. Robin gave an update on the employee relations (Fields vs. Heritage Harbor). Fields
94 representation declined early mediation.

95 C. District Engineer

96 **NINTH ORDER OF BUSINESS – Supervisors Requests**

97 Supervisor Witt asked about the investment account.

98 **This item was not originally on the agenda.**

99 On a MOTION by Mr. Penzer, SECONDED by Ms. Grandon, WITH ALL IN FAVOR, the Board approved
100 the transfer of additional funds to the Money Market account to reach \$800k, for the Heritage Harbor
101 Community Development District.

102

103 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board approved the
104 transfer of funds from the Truist account to the Money Market account routinely and to carry a balance of
105 \$50k in the Truist account, for the Heritage Harbor Community Development District.

106 Discussion ensued regarding property lines.

107 Supervisor Penzer noted the problem with the beverage cart Double Bogey hours of operation.

108

109 **TENTH ORDER OF BUSINESS – Audience Comments – New Business**

110 There being none, the next item followed.

111 **ELEVENTH ORDER OF BUSINESS – August 8, 5:30 PM**

112 All Board members present confirmed their attendance at the next Board meeting on Tuesday,
113 August 8 at 5:30 PM. Supervisor Swigart was not present to confirm his attendance.

114 **TWELFTH ORDER OF BUSINESS – Adjournment**

115 Ms. Dobson asked for final questions, comments, or corrections before requesting a motion to
116 adjourn the meeting. There being none, Mr. Penzer made a motion to adjourn the meeting.

117 On a MOTION by Mr. Penzer, SECONDED by Mr. Witt, WITH ALL IN FAVOR, the Board adjourned
118 the meeting at 7:33 p.m. for the Heritage Harbor Community Development District.

119 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
120 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
121 *including the testimony and evidence upon which such appeal is to be based.*

122 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
123 **meeting held on August 8, 2023.**

124

Signature

Signature

Printed Name

Printed Name

125 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

EXHIBIT 4

Heritage Harbor
Community Development District

Financial Statements
(Unaudited)

Preliminary

June 30, 2023

Financial Snapshot - General Fund

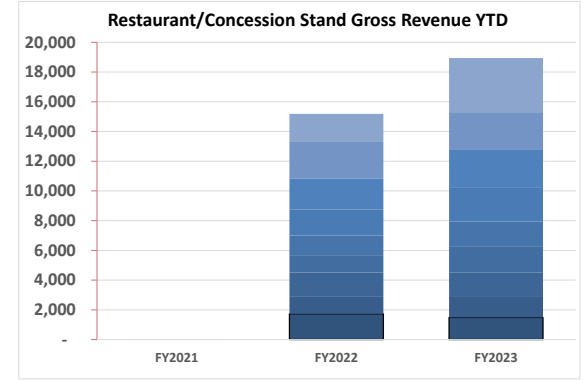
Revenue: Net Assessments % Collected YTD			
	FY 2022 YTD	FY 2023 YTD	
General Fund	100.4%	100.4%	
Debt Service Fund	100.4%	N/A	

Expenditures: Amount Spent YTD			
	FY 2022 YTD	FY 2023 YTD	
General Fund			
Administration	\$ 125,040	\$ 399,754	
Field	439,504	380,998	
Total General Fund	\$ 564,544	\$ 780,753	
% of Actual Expenditures Spent of Budgeted Expenditures	47%	69%	

Cash and Investment Balances			
	Prior Year YTD	Current Year YTD	
Operating Accounts	\$ 1,080,177	\$ 1,042,571	

Financial Snapshot - Enterprise Fund - Restaurant/Pro Shop

Pro Shop Concession Stand Gross Revenue YTD			
	FY2021	FY2022	FY2023
October	-	1,729	1,489
November	-	1,148	1,441
December	-	1,627	1,567
January	-	1,169	1,746
February	-	1,332	1,707
March	-	1,757	2,257
April	-	2,056	2,555
May	-	2,484	2,536
June	27	1,884	3,640
July	2,510	2,195	N/A
August	2,402	2,375	N/A
September	1,406	1,573	N/A
Yearly Total	\$ 6,346	\$ 21,328	\$ 18,938



Financial Snapshot - Enterprise Fund - Golf Activity

Revenue	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 876,338	\$ 939,740	\$ 1,185,745
Pro Shop	31,216	51,981	68,970
Cost of Goods Sold	(11,868)	(13,669)	(35,410)
Total Gross Profit	\$ 895,685	\$ 978,052	\$ 1,219,306

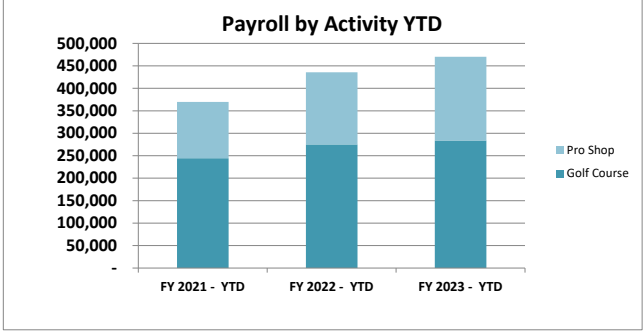
Expenses by Golf Activity	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 323,307	\$ 469,627	\$ 507,771
Pro Shop	218,122	265,502	332,276
Total Expenses	\$ 541,429	\$ 735,129	\$ 840,047

Net Income (Loss) by Golf Activity	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course	\$ 553,031	\$ 470,113	\$ 677,974
Pro Shop	(198,775)	(227,190)	(298,715)
Total Net Income (Loss) B4 Depreciation	\$ 354,256	\$ 242,922	\$ 379,259
Total Depreciation Expense	166,998	-	-
Total Net Income (Loss) After Depreciation	\$ 187,258	\$ 242,922	\$ 379,259

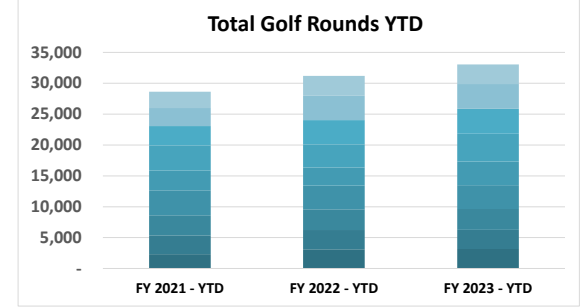
Financial Snapshot - Debt Service Fund

	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Principal Payment	\$ 298,000	\$ 311,000	\$ 323,000
Interest Payment	35,882	24,409	26,354
Prepayment Call	-	-	-
Total Debt Service Payments	\$ 333,882	\$ 335,409	\$ 349,354

Payroll by Activity	Actual	Actual	Actual
	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
Golf Course			
Payroll- Hourly	\$ 201,331	\$ 230,107	\$ 229,261
FICA Taxes	28,187	28,348	30,350
Life and Health Insurance	14,984	16,851	24,267
Total Golf Course	244,501	275,306	283,877
Pro Shop			
Payroll- Hourly	100,376	127,412	151,678
FICA Taxes	15,058	23,824	21,029
Life and Health Insurance	9,953	9,042	13,669
Total Pro Shop	125,388	160,279	186,376
Total Payroll	\$ 369,889	\$ 435,585	\$ 470,253
% of Revenues	41.30%	44.54%	38.57%



Actual Rounds of Golf by Month	FY 2021 - YTD	FY 2022 - YTD	FY 2023 - YTD
	October	2,312	3,112
November	3,053	3,124	3,085
December	3,242	3,359	3,398
January	4,054	3,833	3,859
February	3,227	2,934	3,833
March	4,024	3,727	4,489
April	3,154	3,937	4,024
May	2,936	3,932	4,028
June	2,620	3,236	3,177
July	2,671	3,293	N/A
August	2,573	3,043	N/A
September	2,573	2,483	N/A
Total Rounds	36,439	40,013	33,056



Heritage Harbor CDD

Balance Sheet

June 30, 2023

	General Fund	Capital Reserve Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Acq & Cons 2018	Acq & Cons 2021	TOTAL
1 ASSETS								
2 CASH - BU OPERATING	\$ 74,902	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,902
3 CASH - BU MONEY MARKET	439,903	-	-	-	-	-	-	439,903
4 CASH - SOUTHSTATE OPERATING	8,139	-	-	-	-	-	-	8,139
5 CASH - TRUIST	100	-	110,828	-	-	-	-	110,928
6 CASH - HANCOCK WHITNEY OPERATING	419,684	-	-	-	-	-	-	419,684
7 CASH - HANCOCK WHITNEY LOAN	99,843	-	-	-	-	-	4,906	104,749
8 CASH - BU GOLF ACCOUNT	-	-	1,022,827	-	-	-	-	1,022,827
9 CASH - SOUTHSTATE GOLF ACCOUNT	-	-	203,882	-	-	-	-	203,882
10 CASH - DEBIT CARD	-	-	-	-	-	-	-	-
11 CASH ON HAND	-	-	1,672	-	-	-	-	1,672
12 INVESTMENTS:								
13 REVENUE FUND	-	-	-	764	0	-	-	764
14 RESERVE TRUST FUND	-	-	-	-	-	-	-	-
15 INTEREST FUND	-	-	-	-	-	-	-	-
16 SINKING FUND	-	-	-	-	-	-	-	-
17 COST OF ISSUANCE	-	-	-	-	-	-	-	-
18 US BANK CONSTRUCTION TRUST FUND	-	-	-	-	-	22,188	12	22,200
19 ACCOUNTS RECEIVABLE	12,336	-	63	-	-	-	-	12,399
20 ON ROLL ASSESSMENT RECEIVABLE	-	-	-	-	-	-	-	-
21 DEPOSITS	1,890	-	3,456	-	-	-	-	5,346
22 PREPAID	4,944	-	8,770	-	-	-	-	13,713
23 ON ROLL IN TRANSIT	-	-	-	-	-	-	-	-
24 DUE FROM OTHER FUNDS	168,749	21,769	15,292	2,645	-	1,441	-	209,897
25 INVENTORY ASSETS:								
26 GOLF BALLS	-	-	14,551	-	-	-	-	14,551
27 GOLF CLUBS	-	-	442	-	-	-	-	442
28 GLOVES	-	-	2,852	-	-	-	-	2,852
29 HEADWEAR	-	-	2,662	-	-	-	-	2,662
30 LADIES WEAR	-	-	1,253	-	-	-	-	1,253
31 MENS WEAR	-	-	2,563	-	-	-	-	2,563
32 SHOES/SOCKS	-	-	370	-	-	-	-	370
33 MISCELLANEOUS	-	-	5,401	-	-	-	-	5,401
34 TOTAL CURRENT ASSETS	1,230,490	21,769	1,396,884	3,410	0	23,629	4,918	2,681,099

Heritage Harbor CDD

Balance Sheet

June 30, 2023

	General Fund	Capital Reserve Fund	Golf Course & Pro Shop	Debt Service Series 2018	Debt Service Series 2021	Acq & Cons 2018	Acq & Cons 2021	TOTAL
35	<u>NONCURRENT ASSETS</u>							
36	-	-	1,204,598	-	-	-	-	1,204,598
37	-	-	6,054,583	-	-	-	-	6,054,583
38	-	-	(6,015,863)	-	-	-	-	(6,015,863)
39	-	-	1,065,890	-	-	-	-	1,065,890
40	-	-	(941,334)	-	-	-	-	(941,334)
41	-	-	1,367,874	-	-	-	-	1,367,874
42	\$ 1,230,490	\$ 21,769	\$ 2,764,758	\$ 3,410	\$ 0	\$ 23,629	\$ 4,918	\$ 4,048,973
43	<u>LIABILITIES</u>							
44	\$ 3,495	\$ -	\$ 21,738	\$ -	\$ -	\$ 5,586	\$ -	\$ 30,818
45	-	-	-	-	-	-	-	-
46	4,032	-	15,353	-	-	-	-	19,385
47	-	-	-	-	-	-	-	-
48	5,338	-	25,452	-	-	-	-	30,790
49	-	-	-	-	-	-	-	-
50	-	-	764	-	-	-	-	764
51	6,000	-	-	-	-	-	-	6,000
52	-	-	-	-	-	-	-	-
53	41,147	-	137,329	-	-	-	-	178,476
54	-	-	-	-	-	-	-	-
55	60,012	-	200,636	-	-	5,586	-	266,233
56	<u>FUND BALANCES</u>							
57	NONSPENDABLE							
58	6,834	-	12,226	-	-	-	-	19,060
59	-	-	275,000	-	-	-	-	275,000
60	188,936	-	82,304	-	-	-	-	271,240
61	-	-	1,538,158	-	-	-	-	1,538,158
62	974,708	21,769	656,435	3,410	0	18,043	4,918	1,679,283
63	1,170,478	21,769	2,564,122	3,410	0	18,043	4,918	3,782,740
64	\$ 1,230,490	\$ 21,769	\$ 2,764,758	\$ 3,410	\$ 0	\$ 23,629	\$ 4,918	\$ 4,048,973

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	FY 2023 Adopted Budget	FY 2023 Month of June	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
1 REVENUE					
2 SPECIAL ASSESSMENTS - ON-ROLL	\$ 1,071,986	\$ 15,463	\$ 1,076,452	\$ 4,466	100%
3 RESTAURANT LEASE	61,632	4,800	43,200	(18,432)	70%
4 RESTAURANT COMMISSION	-	802	3,687	3,687	
5 INTEREST	1,000	1,422	10,185	9,185	1018%
6 MISCELLANEOUS	-	-	-	-	
7 TOTAL REVENUE	1,134,618	22,487	1,133,525	(1,094)	100%
8 EXPENDITURES					
9 ADMINISTRATIVE					
10 SUPERVISORS' COMPENSATION	12,000	800	9,000	(3,000)	75%
11 PAYROLL TAXES & SERVICE	2,129	82	833	(1,296)	39%
12 ENGINEERING SERVICES	10,000	219	4,522	(5,478)	45%
13 LEGAL SERVICES	30,000	3,637	17,953	(12,047)	60%
14 DISTRICT MANAGEMENT	69,445	5,788	52,091	(17,354)	75%
15 DISSEMINATION FEE	2,000	-	2,000	-	100%
16 AUDITING SERVICES	6,200	-	-	(6,200)	0%
17 POSTAGE & FREIGHT	1,500	-	180	(1,320)	12%
18 INSURANCE (Liability, Property and Casualty)	17,396	-	16,064	(1,332)	92%
19 PRINTING & BINDING	1,500	-	-	(1,500)	0%
20 LEGAL ADVERTISING	1,200	267	328	(872)	27%
21 MISC. (BANK FEES, BROCHURES & MISC)	1,500	-	1,088	(412)	73%
22 WEBSITE HOSTING & MANAGEMENT	2,115	-	1,515	(600)	72%
23 EMAIL HOSTING	1,500	50	450	(1,050)	30%
24 OFFICE SUPPLIES	200	18	199	(1)	99%
25 ANNUAL DISTRICT FILING FEE	175	-	175	-	100%
26 ALLOCATION OF HOA SHARED EXPENDITURES	27,081	1,912	19,704	(7,377)	73%
27 TRUSTEE FEE	4,041	-	2,155	(1,886)	53%
28 SERIES 2018 BANK LOAN	329,422	-	225,905	(103,518)	69%
29 SERIES 2021 BANK LOAN	17,170	-	8,583	(8,587)	50%
30 RESTAURANT EXPENSES	50,644	3,911	37,009	(13,635)	73%
31 STATE SALES TAX	4,314	-	-	(4,314)	0%
32 TOTAL ADMINISTRATIVE	591,532	16,684	399,754	(191,778)	68%

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	FY 2023 Adopted Budget	FY 2023 Month of June	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
33 FIELD OPERATIONS					
34 PAYROLL	55,406	3,648	41,952	(13,454)	76%
35 FICA, TAXES & PAYROLL FEES	14,960	496	5,449	(9,511)	36%
36 LIFE AND HEALTH INSURANCE	8,311	977	8,903	592	107%
37 CONTRACT- GUARD SERVICES	60,000	3,045	37,632	(22,368)	63%
38 CONTRACT-FOUNTAIN	-	-	-	-	
39 CONTRACT-LANDSCAPE	150,480	11,440	117,180	(33,300)	78%
40 CONTRACT-LAKE	36,000	2,978	26,799	(9,201)	74%
41 CONTRACT-GATES	51,889	4,249	38,119	(13,770)	73%
42 GATE - COMMUNICATIONS - TELEPHONE	4,440	400	3,850	(590)	87%
43 UTILITY-GENERAL	80,500	227	67,552	(12,948)	84%
44 R&M-GENERAL	3,000	382	1,353	(1,647)	45%
45 R&M-GATE	3,000	212	-	(3,000)	0%
46 R&M-OTHER LANDSCAPE	25,000	-	22,452	(2,548)	90%
47 R&M-IRRIGATION	3,500	350	3,268	(232)	93%
48 R&M-LAKE	-	-	-	-	
49 R&M-MITIGATION	-	-	-	-	
50 R&M-TREES AND TRIMMING	7,500	600	600	(6,900)	8%
51 R&M-PARKS & FACILITIES	1,000	-	-	(1,000)	0%
52 MISC-HOLIDAY DÉCOR	8,500	-	-	(8,500)	0%
53 MISC-CONTINGENCY	29,600	-	5,890	(23,710)	20%
54 CAPITAL OUTLAY (Moved to Capital Reserve Fund-CRF)	-	-	-	-	
55 TOTAL FIELD OPERATIONS	543,086	29,003	380,998	(162,088)	70%
56 TOTAL EXPENDITURES	1,134,618	45,687	780,753	(353,866)	69%
57 EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	(23,200)	352,772	352,772	

Heritage Harbor CDD
General Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	FY 2023 Adopted Budget	FY 2023 Month of June	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
58 OTHER FINANCING SOURCES & USES					
59 TRANSFERS IN	-	-	4,146	4,146	
60 TRANSFERS OUT	(304,133)	-	(9,479)	294,654	
61 TOTAL OTHER FINANCING RESOURCES & USES	(304,133)	-	(5,333)	298,800	
62 FUND BALANCE - BEGINNING - UNAUDITED	793,887		823,040	29,153	
63 NET CHANGE IN FUND BALANCE	(304,133)	(23,200)	347,439	651,572	
64 FUND BALANCE - ENDING - PROJECTED	489,754		1,170,478	680,724	
65 ANALYSIS OF FUND BALANCE					
66 NON SPENDABLE DEPOSITS					
67 PREPAID & DEPOSITS	6,834		6,834		
68 CAPITAL RESERVES	-		-		
69 OPERATING CAPITAL	188,936		188,936		
70 UNASSIGNED	293,984		974,708		
71 TOTAL FUND BALANCE	\$ 489,754		\$ 1,170,478		

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	FY 2023 Adopted Budget	FY 2023 Month of June	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
1 REVENUE					
2 GOLF COURSE REVENUE					
3 GREEN FEES	\$ 1,013,175	\$ 94,870	\$ 1,108,164	\$ 94,989	109%
4 RANGE BALLS	62,500	9,207	77,579	15,079	124%
5 HANDICAPS	1,000	-	-	(1,000)	0%
6 INTEREST	100	1	3	(97)	3%
7 TOTAL GOLF COURSE REVENUE	1,076,775	104,078	1,185,745	108,970	110%
8 PRO SHOP REVENUE					
9 CLUB RENTALS	1,000	360	2,750	1,750	275%
10 GOLF BALL SALES	22,800	3,846	29,802	7,002	131%
11 GLOVES SALES	6,000	1,240	8,334	2,334	139%
12 HEADWEAR SALES	3,000	319	3,392	392	113%
13 LADIES' WEAR SALES	100	25	150	50	150%
14 MEN'S WEAR SALES	1,500	120	1,210	(290)	81%
15 MISC./CONCESSION SALES	2,000	4,203	23,332	21,332	1167%
16 TOTAL PRO SHOP REVENUE	36,400	10,112	68,970	32,570	189%
17 TOTAL OPERATING REVENUE	1,113,175	114,191	1,254,715	141,540	113%
18 COST OF GOODS SOLD					
19 GOLF BALL	12,500	4,649	17,393	4,893	139%
20 GLOVES	3,500	1,548	3,919	419	112%
21 HEADWEAR	1,300	943	3,201	1,901	246%
22 LADIES' WEAR	50	-	-	(50)	0%
23 MEN'S WEAR	1,000	-	925	(75)	92%
24 MISC./CONCESSION	1,000	820	9,972	8,972	997%
25 TOTAL COST OF GOODS SOLD	19,350	7,960	35,410	16,060	183%
26 GROSS PROFIT	\$ 1,093,825	\$ 106,231	\$ 1,219,306	\$ 125,481	111%

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	FY 2023 Adopted Budget	FY 2023 Month of June	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
27 <u>EXPENSES</u>					
28 GOLF COURSE					
29 PAYROLL-HOURLY	\$ 297,825	\$ 28,334	\$ 229,261	\$ (68,564)	77%
30 INCENTIVE	5,000	-	5,077	77	102%
31 FICA TAXES & ADMINISTRATIVE	44,674	3,713	30,350	(14,324)	68%
32 LIFE AND HEALTH INSURANCE	31,680	2,008	24,267	(7,413)	77%
33 ACCOUNTING SERVICES	4,880	407	3,660	(1,220)	75%
34 CONTRACTS-SECURITY ALARMS	800	-	180	(620)	22%
35 COMMUNICATION-TELEPHONE	3,600	287	2,545	(1,055)	71%
36 POSTAGE AND FREIGHT	200	-	29	(171)	15%
37 ELECTRICITY	20,141	-	8,762	(11,379)	44%
38 UTILITY-REFUSE REMOVAL - MAINTENANCE	6,235	589	5,216	(1,019)	84%
39 UTILITY-WATER AND SEWER	7,616	432	3,321	(4,295)	44%
40 RENTAL/LEASE - VEHICLE/EQUIP	34,996	2,135	33,886	(1,110)	97%
41 LEASE - ICE MACHINES	1,500	125	1,125	(375)	75%
42 INSURANCE-PROPERTY and GENERAL LIABILITY	52,568	-	51,476	(1,093)	98%
43 R&M-BUILDINGS	500	-	618	118	124%
44 R&M-EQUIPMENT	17,000	1,124	13,441	(3,559)	79%
45 R&M-FERTILIZER	42,000	940	13,285	(28,715)	32%
46 R&M-IRRIGATION	5,000	472	1,791	(3,209)	36%
47 R&M-GOLF COURSE	4,000	2,700	9,988	5,988	250%
48 R&M-PUMPS	11,000	-	-	(11,000)	0%
49 MISC-PROPERTY TAXES	2,100	-	-	(2,100)	0%
50 MISC-LICENSES AND PERMITS	600	-	180	(420)	30%
51 OP SUPPLIES - GENERAL	7,000	-	2,273	(4,727)	32%
52 OP SUPPLIES - FUEL / OIL	25,000	-	11,617	(13,383)	46%
53 OP SUPPLIES - CHEMICALS	33,000	2,590	44,053	11,053	133%
54 OP SUPPLIES - HAND TOOLS	1,750	-	499	(1,251)	29%
55 SUPPLIES - SAND	3,000	-	-	(3,000)	0%
56 SUPPLIES - TOP DRESSING	3,400	4,364	9,155	5,755	269%
57 SUPPLIES - SEEDS	6,500	-	1,100	(5,400)	17%
58 ALLOCATION OF HOA SHARED EXPENDITURES	969	59	617	(352)	64%
59 RESERVE	12,000	-	-	(12,000)	0%
60 TOTAL GOLF COURSE	686,534	50,278	507,771	(178,762)	74%

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	FY 2023 Adopted Budget	FY 2023 Month of June	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
61 PRO SHOP					
62 PAYROLL- HOURLY	181,993	17,459	151,678	(30,315)	83%
63 BONUS	2,500	-	4,754	2,254	190%
64 FICA TAXES & ADMINISTRATIVE	27,299	2,360	21,029	(6,270)	77%
65 LIFE AND HEALTH INSURANCE	18,700	1,609	13,669	(5,031)	73%
66 ACCOUNTING SERVICES	4,880	407	3,660	(1,220)	75%
67 CONTRACT-SECURITY ALARMS	2,157	120	479	(1,678)	22%
68 POSTAGE AND FREIGHT	250	-	-	(250)	0%
69 ELECTRICITY	9,660	-	6,092	(3,568)	63%
70 LEASE-CARTS	92,669	7,722	69,502	(23,167)	75%
71 R&M-GENERAL	3,000	1,129	5,311	2,311	177%
72 R&M-RANGE	8,000	-	8,775	775	110%
73 ADVERTISING	7,500	200	3,800	(3,700)	51%
74 MISC-BANK CHARGES	26,000	3,710	29,422	3,422	113%
75 MISC-CABLE TV EXPENSES	1,680	-	110	(1,570)	7%
76 MISC-PROPERTY TAXES	5,500	-	-	(5,500)	0%
77 MISC-HANDICAP FEES	500	-	846	346	169%
78 OFFICE SUPPLIES	1,200	-	2,733	1,533	228%
79 COMPUTER EXPENSE	2,000	1,193	1,420	(580)	71%
80 OP SUPPLIES - GENERAL	2,000	-	174	(1,826)	9%
81 SUPPLIES - SCORECARDS	1,000	-	550	(450)	55%
82 CONTINGENCY	2,000	10	1,229	(771)	61%
83 ALLOCATION OF HOA SHARED EXPENDITURES	6,804	418	7,043	239	104%
84 TOTAL PRO SHOP	407,291	36,336	332,276	(75,016)	82%
85 TOTAL EXPENSES	1,093,825	86,614	840,047	(253,778)	77%
86 EXCESS OF PROFIT OVER (UNDER) EXPEND.	-	19,617	379,259	379,259	

Heritage Harbor CDD
Golf Course & Pro Shop Enterprise Fund
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	FY 2023 Adopted Budget	FY 2023 Month of June	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget	% Actual YTD / FY Budget
87 OTHER FINANCING SOURCES & USES					
88 TRANSFERS IN	-	-	4,146	4,146	
89 TRANSFERS OUT	-	-	(4,146)	(4,146)	
90 TOTAL OTHER FINANCING RESOURCES & USES	-	-	-	-	
91 FUND BALANCE - BEGINNING - UNAUDITED	467,685		646,706	179,021	
92 NET CHANGE IN FUND BALANCE	-	19,617	379,259	379,259	
93 FUND BALANCE - ENDING - PROJECTED	467,685		1,025,965	558,280	
94 ANALYSIS OF FUND BALANCE					
95 ASSIGNED					
96 NONSPENDABLE DEPOSITS	11,571		12,226		
97 CAPITAL RESERVES	275,000		275,000		
98 OPERATING CAPITAL	82,304		82,304		
99 UNASSIGNED	98,810		656,435		
100 TOTAL FUND BALANCE	\$ 467,685		\$ 1,025,965		

Heritage Harbor CDD
Capital Reserve Fund (CRF)
Statement of Revenue, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	FY 2023 Adopted Budget	FY 2023 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget
1 REVENUE			
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 113,700	\$ 114,174	\$ 474
3 INTEREST & MISCELLANEOUS	100	-	(100)
4 TOTAL REVENUE	113,800	114,174	374
5 EXPENDITURES			
6 HOA RESERVE CONTRIBUTION	29,700	16,425	(13,275)
7 SITE RESERVE CONTRIBUTION	44,000	75,980	31,980
8 CAPITAL IMPROVEMENT PLAN	40,000	-	(40,000)
9 TOTAL EXPENDITURES	113,700	92,405	(21,295)
10 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	100	21,769	21,669
11 OTHER FINANCING SOURCES & USES			
12 TRANSFERS IN	304,133	-	(304,133)
13 TRANSFERS OUT	-	-	-
14 TOTAL OTHER FINANCING SOURCES & USES	304,133	-	(304,133)
15 FUND BALANCE - BEGINNING	-	-	-
16 NET CHANGE IN FUND BALANCE	304,233	21,769	(282,464)
17 FUND BALANCE - ENDING	\$ 304,233	\$ 21,769	\$ (282,464)

Heritage Harbor CDD
Debt Service Series 2018
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	<u>FY 2023 Adopted Budget</u>	<u>FY 2023 Actual Year-to-Date</u>
1 <u>REVENUE</u>		
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ -	\$ -
3 INTEREST REVENUE	-	2,455
4 MISC REVENUE	-	225,905
5 <u>TOTAL REVENUE</u>	<u>-</u>	<u>228,359</u>
6 <u>EXPENDITURES</u>		
7 INTEREST EXPENSE		
8 November 1, 2022	-	6,218
9 May 1, 2023	-	6,218
10 November 1, 2023	-	-
11 PRINCIPAL RETIREMENT		
12 May 1, 2023	-	323,000
13 <u>TOTAL EXPENDITURES</u>	<u>-</u>	<u>335,436</u>
14 <u>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</u>	<u>-</u>	<u>(107,076)</u>
15 <u>OTHER FINANCING SOURCES (USES)</u>		
16 TRANSFERS IN	-	-
17 TRANSFERS OUT	-	-
18 <u>TOTAL OTHER FINANCING SOURCES (USES)</u>	<u>-</u>	<u>-</u>
19 FUND BALANCE - BEGINNING	110,486	110,486
20 <u>NET CHANGE IN FUND BALANCE</u>	<u>-</u>	<u>(107,076)</u>
21 <u>FUND BALANCE - ENDING</u>	<u>\$ 110,486</u>	<u>\$ 3,410</u>

Heritage Harbor CDD
Debt Service Series 2021
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	<u>FY 2023 Adopted Budget</u>	<u>FY 2023 Actual Year-to-Date</u>
1 <u>REVENUE</u>		
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ -	\$ -
3 INTEREST REVENUE	-	2
4 MISC REVENUE	-	8,583
5 <u>TOTAL REVENUE</u>	<u>-</u>	<u>8,585</u>
6 <u>EXPENDITURES</u>		
7 INTEREST EXPENSE		
8 November 1, 2022	-	5,333
9 May 1, 2023	-	8,585
10 November 1, 2023	-	-
11 PRINCIPAL RETIREMENT		
12 May 1, 2023	-	-
13 <u>TOTAL EXPENDITURES</u>	<u>-</u>	<u>13,918</u>
14 <u>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</u>	<u>-</u>	<u>(5,333)</u>
15 <u>OTHER FINANCING SOURCES (USES)</u>		
16 TRANSFERS IN	-	5,333
17 TRANSFERS OUT	-	-
18 <u>TOTAL OTHER FINANCING SOURCES (USES)</u>	<u>-</u>	<u>5,333</u>
19 FUND BALANCE - BEGINNING	-	-
20 <u>NET CHANGE IN FUND BALANCE</u>	<u>-</u>	<u>0</u>
21 <u>FUND BALANCE - ENDING</u>	<u>\$ -</u>	<u>\$ 0</u>

Heritage Harbor CDD
Acquisition & Construction Fund 2018
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	<u>FY 2023 Adopted Budget</u>	<u>FY 2023 Actual Year-to-Date</u>
1 REVENUE		
2 INTEREST REVENUE	\$ -	\$ 1,116
3 MISCELLANEOUS	-	-
4 TOTAL REVENUE	<u>-</u>	<u>1,116</u>
5 EXPENDITURES		
6 CONSTRUCTION IN PROGRESS	-	46,866
7 TOTAL EXPENDITURES	<u>-</u>	<u>46,866</u>
8 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>-</u>	<u>(45,750)</u>
9 OTHER FINANCING SOURCES (USES)		
10 TRANSFERS IN	-	-
11 TRANSFERS OUT	-	(40,325)
12 TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>(40,325)</u>
13 FUND BALANCE - BEGINNING	104,118	104,118
14 NET CHANGE IN FUND BALANCE	-	(86,075)
15 FUND BALANCE - ENDING	<u>\$ 104,118</u>	<u>\$ 18,043</u>

Heritage Harbor CDD
Acquisition & Construction Fund 2021
Statement of Revenue, Expenses, and Change in Fund Balance
For the period from October 1, 2022 to June 30, 2023

	<u>FY 2023 Adopted Budget</u>	<u>FY 2023 Actual Year-to-Date</u>
1 REVENUE		
2 INTEREST REVENUE	\$ -	\$ -
3 MISCELLANEOUS	-	-
4 TOTAL REVENUE	<u>-</u>	<u>-</u>
5 EXPENDITURES		
6 CONSTRUCTION IN PROGRESS	-	228,853
7 TOTAL EXPENDITURES	<u>-</u>	<u>228,853</u>
8 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>-</u>	<u>(228,853)</u>
9 OTHER FINANCING SOURCES (USES)		
10 TRANSFERS IN	-	40,325
11 TRANSFERS OUT	-	-
12 TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>40,325</u>
13 FUND BALANCE - BEGINNING		193,446
14 NET CHANGE IN FUND BALANCE	-	(188,528)
15 FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 4,918</u>

Heritage Harbor CDD Transaction Detail By Account October 2022 through July 2023

Date	Num	Name	Memo	Debit
4110000 · Golf Course - Enterprise				
4510190 · R&M - Golf Course				
10/01/2022	70568	Pope's Water Systems, Inc.	Replace Pond Pump.	125.00
11/02/2022	11HH972...	Greenview Landscaping Inc.	Reference: Remove declining Juniper. https://dpfg.payablesl...	360.00
11/15/2022	11HHTRE...	Greenview Landscaping Inc.	Reference: ELEVATED TREES. https://dpfg.payableslockbo...	200.00
12/07/2022	001021603	FireMaster	Reference: Annual Maintenance. https://dpfg.payableslockbo...	70.00
02/09/2023	2900481	Home Depot Credit Services	Home Depot Supplies	332.36
02/24/2023	00010456...	FireMaster	Reference: Annual Maintenance. https://dpfg.payableslockbo...	70.00
03/17/2023	031723-	Roadway Concepts	Reference: Top patch kit installation. https://dpfg.payableslo...	900.00
03/23/2023	12776094...	SiteOne Landscape Supply...	Reference: Electric Spreader. https://dpfg.payableslockbox.c...	995.96
04/01/2023	512-4595...	Credit Card Transactions	Indeed.	120.00
04/19/2023	1591	Southscapes Landscape M...	Reference: Clear the tee shot path on hole 14. https://dpfg.p...	1,500.00
05/08/2023	21-717	Roadway Concepts	Reference: Top Patch Synthetic Asphalt. https://dpfg.payabl...	900.00
05/09/2023	CD2786347	R & R Products, Inc	Reference: Divot Containers. https://dpfg.payableslockbox.c...	1,714.84
06/07/2023	827022	All Florida Aerification Inc	Reference: Aerify Greens. https://dpfg.payableslockbox.com/...	2,200.00
06/15/2023	1596	Southscapes Landscape M...	Reference: Trimmed palm trees on the 16th hole. https://dpf...	500.00
Total 4510190 · R&M - Golf Course				9,988.16
Total 4110000 · Golf Course - Enterprise				9,988.16
TOTAL				9,988.16

12:43 PM

08/01/23

Accrual Basis

Heritage Harbor CDD
Transaction Detail By Account
October 2022 through July 2023

<u>Credit</u>	<u>Balance</u>
	125.00
	485.00
	685.00
	755.00
	1,087.36
	1,157.36
	2,057.36
	3,053.32
	3,173.32
	4,673.32
	5,573.32
	7,288.16
	9,488.16
	9,988.16
0.00	9,988.16
0.00	9,988.16
0.00	9,988.16

12:44 PM

08/01/23

Accrual Basis

Heritage Harbor CDD
Transaction Detail By Account
October 2022 through July 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>
4110000 · Golf Course - Enterprise				
4510280 · Supplies - Top Dressing				
10/27/2022	124673261-...	SiteOne Landscape S...	Reference: Topdressing. https://dpfg.payableslockbox.com/Doc...	884.00
12/07/2022	INV1706627	Harrell's LLC	Reference: Divot/Recovery Mix. https://dpfg.payableslockbox.c...	366.00
02/14/2023	126661056-...	SiteOne Landscape S...	Reference: Sand Mix. https://dpfg.payableslockbox.com/DocVi...	885.60
02/16/2023	126941019-...	SiteOne Landscape S...	Reference: Soil Enhancer. https://dpfg.payableslockbox.com/D...	420.00
03/30/2023	127873318-...	SiteOne Landscape S...	Reference: Topdressing. https://dpfg.payableslockbox.com/Doc...	936.60
04/27/2023	128910799-...	SiteOne Landscape S...	Reference: Topdressing. https://dpfg.payableslockbox.com/Doc...	1,299.20
06/12/2023	130645317-...	SiteOne Landscape S...	Reference: Topdressing. https://dpfg.payableslockbox.com/Doc...	4,363.91
Total 4510280 · Supplies - Top Dressing				<u>9,155.31</u>
Total 4110000 · Golf Course - Enterprise				<u>9,155.31</u>
TOTAL				<u>9,155.31</u>

12:44 PM

08/01/23

Accrual Basis

Heritage Harbor CDD
Transaction Detail By Account
October 2022 through July 2023

<u>Credit</u>	<u>Balance</u>
	884.00
	1,250.00
	2,135.60
	2,555.60
	3,492.20
	4,791.40
	9,155.31
<hr/>	<hr/>
0.00	9,155.31
<hr/>	<hr/>
0.00	9,155.31
<hr/>	<hr/>
0.00	9,155.31
<hr/> <hr/>	<hr/> <hr/>

EXHIBIT 5

ESTIMATE

**Southscapes Landscape
Maintenance Inc**
PO Box 118
Lutz, FL 33548

ARhum@southscapesfl.com
+1 (813) 951-4326
www.southscapesfl.com

Tish Dobson 7-21-2023

Heritage Harbor

Bill to

Tish Dobson
Heritage Harbor
19502 Heritage Harbor Pkwy
Lutz, FL 33558

Estimate details

Estimate no.: 1082
Estimate date: 07/21/2023

Product or service	Amount
1. Lawn Service	1 unit × \$2,300.00
Service date: 07/21/2023	
Cut back nature area in front of the 18th green	
Total	\$2,300.00

EXHIBIT 6



community advisors, LLC

Reserve Study Professionals





July 3, 2023

Ms. Tish Dobson
District Manager
Vesta Property Services
250 International Parkway, Suite 208
Lake Mary, Florida 32746

Re: Level I Reserve Study for Heritage Harbor CDD Clubhouse/Common Area

Dear Ms. Dobson:

Thank you for the opportunity to submit a New Reserve Study with Site Visit proposal for this District. We have worked with many Districts providing accurate funding plans for future component replacement. Principle Charles Sheppard served as a District Supervisor therefore has valuable experience with both finances and operating procedures that are specific to Community Development Districts.

All work is completed or supervised by Reserve Analyst who have been awarded professional certifications of Certified Construction Inspector (CCI), Professional Reserve Analyst (PRA) and Reserve Specialist (RS) signifying broad experience with successful results. Your reserve study is completed following guidelines for Reserve Studies established by the Association of Professional Reserve Analysts (APRA) and the Community Associations Institute (CAI).

Best Regards,

Charles R. Sheppard *RS PRA CCI*
President & Reserve Analyst



Scope of Work for District

Common Area

- Monument feature/fountains
- Fencing/gates
- Camera system
- Irrigation system
- Stormwater system/retaining walls
- Signage
- Guard House exterior/interior components

Clubhouse Components

- Roof and exterior walls
- Interior finishes
- Mechanical, Electrical, Plumbing
- Fencing/gates
- Pavement/Walks/Curbs
- Landscaping and irrigation systems
- Other components identified at site visit.

Terms of Service

Physical Analysis

- ❖ The site visit includes meeting with your representative to discuss any maintenance or operational concerns. We observe major components to determine quantity, age, condition and remaining useful life. Quantities are determined by field measurement and internet measurement tools or aerial measurement services.
- ❖ Building walls, trim and other features are observed from ground level. Flat roofs are observed only if safe fixed stair access is available. Pitched roofs are observed from ground level. Building Systems are not operated.
- ❖ Upon completion of the site visit, an inventory of major components is established which includes quantity, replacement cost and remaining useful life. We recommend you review this information and provide historical cost and previous replacement time for any components.

Financial Analysis

- ❖ A review of your current funding plan is completed to determine fund status and performance. We provide a funding plan using the Cash Flow Method (pooled cash) with a funding goal of adequate funding which keeps reserves above a percent funded or balance threshold level. If component funding (line item) is used, then full funding is the funding goal with the understanding we included inflation of replacement cost and interest earned on reserve funds.

Your Reserve Study Includes

- ❖ Executive summary with current funding status, fund balances and assumptions.
- ❖ Cash Flow or Component Funding Plan and 30-Year cash flow projection.
- ❖ Inventory of major components with replacement cost, useful and remaining life projections.
- ❖ Various charts and photographs of major components.
- ❖ Completed Report is sent via email in a PDF file. Printed & bound copies available at additional cost.

Payment Agreement & Terms

- ❖ To maintain excellent customer service and requested delivery schedules we ask that your acceptance of this proposal is made within 30 days. Signed proposals received after 30 days are subject to revision of delivery time and cost. If indicated a deposit fee may be required with signed agreement to place your project in our production schedule and begin your study. A progress payment may be requested upon completion of site visit depending on the size of the project. Remaining fee is due upon receipt of the preliminary report. Payments not received 30 days after invoice date are assessed a 1.5% late fee per month. After 90 days past, due payments will be subject to addition charges for collection including attorney fees and other reasonable cost incurred by Community Advisors, LLC. We are available to meet with you and discuss your Reserve Study subject to availability and travel expenses. We are always available by phone at no cost. We will modify your Reserve Study one time at no additional cost if requested within 90 days of issue and all fees have been paid. Modification requested after report is issued may require additional cost.

This agreement for consulting services is accepted this date:
Professional Fee: \$6,800.00 Deposit Required: \$3,000.00

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

Partial Client List

Community Development Districts

Tolomato, (Nocatee)
Amelia Concourse
Tisons Landing
Amelia Walk
South Village
Sampson Creek
Middle Village
Ridgewood Trails
Glen St. Johns
Bartram Springs
Rivers Edge
Aberdeen
Durbin Crossing
St. Johns Forrest
Dunes Utility
Double Branch
Pine Ridge
Brandy Creek
Turnbull Creek
Arlington Ridge
Magnolia West
Trails
Southaven
Madeira
Beach
Armstrong

Communities

Hammock Dunes Communities
Queens Harbour - Jacksonville, FL
The Georgia Club - Statham, GA
Corolla Light POA - Corolla, NC
The Landings - Skidaway Island, GA
Beresford Hall Assembly - North Charleston, SC
Cumberland Harbour - St. Mary's, GA
Villas of Nocatee - Jacksonville, FL
Vizcaya HOA - Jacksonville, FL
Cimarrone POA - St. Johns, FL
Deercreek Country Club Owners Association - Jacksonville, FL
Deerwood Country Club - Jacksonville, FL
Coastal Oaks - Ponte Vedra, FL
Preserve at Summer Beach - Fernandina Beach, FL
Amelia Park Neighborhood - Fernandina Beach, FL
Amelia Oaks - Fernandina Beach, FL
Coastal Oaks Amelia - Fernandina Beach, FL
Oyster Bay POA - Fernandina, FL
Oyster Bay Yacht Club - Fernandina, FL
Ocean Breeze HOA - Fernandina Beach, FL
The Enclave at Summer Beach - Fernandina Beach, FL
RiverPlace at Summer Beach - Fernandina Beach, FL
Amelia National - Fernandina, FL

Condominiums

Carlton Dunes - Amelia Island, FL
Spyglass Villas - Amelia Island, FL
Ocean Club Villas - Amelia Island, FL
Sand Dollar Condominium - Amelia Island, FL
Captain's Court - Amelia Island, FL
Dunes Club Villas - Amelia Island, FL
Villas at Summer Beach - Amelia Island, FL
Beachwood Villas - Amelia Island, FL
Coastal Cottages - Amelia Island, FL
Harrison Cove - Amelia Island, FL
Marina San Pablo - Jacksonville, FL
Latterra at World Golf - St. Augustine, FL
Cumberland On Church - Nashville, TN
Surf Club III - Palm Coast, FL
The Peninsula - Jacksonville, FL
The Plaza at Berkman Plaza - Jacksonville, FL
1661 Riverside - Jacksonville, FL
Seascape - Jacksonville Beach, FL
Southshore Condominium - Jacksonville Beach, FL
Ocean Villas at Serenata Beach - St. Augustine, FL
Watermark - Jacksonville Beach, FL
Oceanic Condominium - Jacksonville Beach, FL
Ocean 14 Condominium - Jacksonville Beach, FL
Serena Point Condominium - Jacksonville Beach, FL
Oceania Condominium - Jacksonville Beach, FL

Active Adult Communities

Del Webb Ponte Vedra - Ponte Vedra, FL
Stone Creek by Del Webb - Ocala, FL
Villages of Seloy - St. Augustine, FL
Cascades at World Golf Village - St. Augustine, FL
The Haven at New Riverside - Bluffton, SC
Artisan Lakes - Jacksonville, FL

Religious/Schools

St. Mark's Episcopal Church - Brunswick, GA
Memorial Presbyterian - St. Augustine, FL
Grace Mem. Presbyterian - St. Augustine, FL
Trinity Episcopal Church - St. Augustine, FL
St. Mark's Towers - Brunswick, GA
Isle of Faith Methodist - Jacksonville, FL
Deermeadows Baptist - Jacksonville, FL
Frederica Academy - St. Simons Island, GA
Fishburne Military School - Waynesboro, VA
The Greenwood School - Jacksonville, FL

Reserve Analyst & Inspector's Credentials

Charles R. Sheppard RS PRA CCI

Charlie Sheppard is the owner and President of Community Advisors which provides capital reserve analysis, consulting services, commercial inspections and project management for community associations, private clubs, churches, schools and other entities.

He has over 30 years of experience in real estate development, property operation, commercial property inspections and construction management. He has participated on the development team for large planned unit developments and mid-rise office building parks. He has also worked for many years as commercial construction manager for a wide range of structures including medical facilities, office buildings, churches, restaurants, clubhouses, infrastructure installation and remodeling and repositioning of properties to match market conditions.

Areas of expertise include mechanical and electrical systems, energy management systems, life safety systems, plumbing systems, building envelope and roof components. Horizontal improvement experience include marine structures, street and site concrete construction, utilities, site work and landscaping improvements.

Inspection projects include: High rise office and residential buildings, restaurants, industrial properties, churches, private schools, private clubs, marinas, medical facilities, warehouse and industrial properties, water treatment facilities and residential properties.

Charlie is a regular speaker at CAI events, teaches continuing education classes and enjoys attending Board of Director meetings to share the benefits of Reserve Planning. He has also published articles on Capital Reserve Analysis and Construction Management.

Education - Virginia Polytechnic Institute & State University - BS

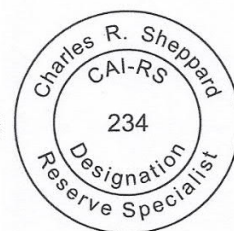
License - Certified General Contractor, Certified Home Inspector - Florida

Professional Designations & Memberships

Certified Construction Inspector, (CCI) Association of Construction Inspectors

Professional Reserve Analyst, (PRA) Association of Professional Reserve Analyst APRA

Reserve Specialist, (RS) Community Associations Institute CAI





community advisors, LLC

Reserve Study Professionals





July 10, 2023

Ms. Tish Dobson
District Manager
Vesta Property Services
250 International Parkway, Suite 208
Lake Mary, Florida 32746

Re: Level I Reserve Study for Heritage Harbor CDD Golf Course

Dear Ms. Dobson:

Thank you for the opportunity to submit a New Reserve Study with Site Visit proposal for this District. We have worked with many Districts providing accurate funding plans for future component replacement. Principle Charles Sheppard served as a District Supervisor therefore has valuable experience with both finances and operating procedures that are specific to Community Development Districts.

All work is completed or supervised by Reserve Analyst who have been awarded professional certifications of Certified Construction Inspector (CCI), Professional Reserve Analyst (PRA) and Reserve Specialist (RS) signifying broad experience with successful results. Your reserve study is completed following guidelines for Reserve Studies established by the Association of Professional Reserve Analysts (APRA) and the Community Associations Institute (CAI).

Best Regards,

Charles R. Sheppard *RS PRA CCI*
President & Reserve Analyst



Scope of Work for District
Golf Course

- Meet with decision makers and understand current condition of the course and planned improvements
- Based on those discussion develop a funding plan that includes the following components
 - Maintenance/pump buildings
 - Maintenance equipment/carts
 - Tee boxes, fairways, greens, bunkers
 - Irrigation system
 - Cart Paths/sidewalks
 - Landscape replacement
 - Other components as determined in initial meeting

Terms of Service

Physical Analysis

- ❖ The site visit includes meeting with your representative to discuss any maintenance or operational concerns. We observe major components to determine quantity, age, condition and remaining useful life. Quantities are determined by field measurement and internet measurement tools or aerial measurement services.
- ❖ Building walls, trim and other features are observed from ground level. Flat roofs are observed only if safe fixed stair access is available. Pitched roofs are observed from ground level. Building Systems are not operated.
- ❖ Upon completion of the site visit, an inventory of major components is established which includes quantity, replacement cost and remaining useful life. We recommend you review this information and provide historical cost and previous replacement time for any components.

Financial Analysis

- ❖ A review of your current funding plan is completed to determine fund status and performance. We provide a funding plan using the Cash Flow Method (pooled cash) with a funding goal of adequate funding which keeps reserves above a percent funded or balance threshold level. If component funding (line item) is used, then full funding is the funding goal with the understanding we included inflation of replacement cost and interest earned on reserve funds.

Your Reserve Study Includes

- ❖ Executive summary with current funding status, fund balances and assumptions.
- ❖ Cash Flow or Component Funding Plan and 30-Year cash flow projection.
- ❖ Inventory of major components with replacement cost, useful and remaining life projections.
- ❖ Various charts and photographs of major components.
- ❖ Completed Report is sent via email in a PDF file. Printed & bound copies available at additional cost.

Payment Agreement & Terms

- ❖ To maintain excellent customer service and requested delivery schedules we ask that your acceptance of this proposal is made within 30 days. Signed proposals received after 30 days are subject to revision of delivery time and cost. If indicated a deposit fee may be required with signed agreement to place your project in our production schedule and begin your study. A progress payment may be requested upon completion of site visit depending on the size of the project. Remaining fee is due upon receipt of the preliminary report. Payments not received 30 days after invoice date are assessed a 1.5% late fee per month. After 90 days past, due payments will be subject to addition charges for collection including attorney fees and other reasonable cost incurred by Community Advisors, LLC. We are available to meet with you and discuss your Reserve Study subject to availability and travel expenses. We are always available by phone at no cost. We will modify your Reserve Study one time at no additional cost if requested within 90 days of issue and all fees have been paid. Modification requested after report is issued may require additional cost.

This agreement for consulting services is accepted this date:

Professional Fee: \$3,800.00* Deposit Required: \$1,000.00

This proposal is valid if awarded Common Area/Clubhouse Reserve Studies as described in our proposal of July 3, 2023.

As of this date we believe this to be an October 2023 project.

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

Partial Client List

Community Development Districts

Tolomato, (Nocatee)
Amelia Concourse
Tisons Landing
Amelia Walk
South Village
Sampson Creek
Middle Village
Ridgewood Trails
Glen St. Johns
Bartram Springs
Rivers Edge
Aberdeen
Durbin Crossing
St. Johns Forrest
Dunes Utility
Double Branch
Pine Ridge
Brandy Creek
Turnbull Creek
Arlington Ridge
Magnolia West
Trails
Southaven
Madeira
Beach
Armstrong

Communities

Hammock Dunes Communities
Queens Harbour - Jacksonville, FL
The Georgia Club - Statham, GA
Corolla Light POA - Corolla, NC
The Landings - Skidaway Island, GA
Beresford Hall Assembly - North Charleston, SC
Cumberland Harbour - St. Mary's, GA
Villas of Nocatee - Jacksonville, FL
Vizcaya HOA - Jacksonville, FL
Cimarrone POA - St. Johns, FL
Deercreek Country Club Owners Association - Jacksonville, FL
Deerwood Country Club - Jacksonville, FL
Coastal Oaks - Ponte Vedra, FL
Preserve at Summer Beach - Fernandina Beach, FL
Amelia Park Neighborhood - Fernandina Beach, FL
Amelia Oaks - Fernandina Beach, FL
Coastal Oaks Amelia - Fernandina Beach, FL
Oyster Bay POA - Fernandina, FL
Oyster Bay Yacht Club - Fernandina, FL
Ocean Breeze HOA - Fernandina Beach, FL
The Enclave at Summer Beach - Fernandina Beach, FL
RiverPlace at Summer Beach - Fernandina Beach, FL
Amelia National - Fernandina, FL

Condominiums

Carlton Dunes - Amelia Island, FL
Spyglass Villas - Amelia Island, FL
Ocean Club Villas - Amelia Island, FL
Sand Dollar Condominium - Amelia Island, FL
Captain's Court - Amelia Island, FL
Dunes Club Villas - Amelia Island, FL
Villas at Summer Beach - Amelia Island, FL
Beachwood Villas - Amelia Island, FL
Coastal Cottages - Amelia Island, FL
Harrison Cove - Amelia Island, FL
Marina San Pablo - Jacksonville, FL
Latterra at World Golf - St. Augustine, FL
Cumberland On Church - Nashville, TN
Surf Club III - Palm Coast, FL
The Peninsula - Jacksonville, FL
The Plaza at Berkman Plaza - Jacksonville, FL
1661 Riverside - Jacksonville, FL
Seascape - Jacksonville Beach, FL
Southshore Condominium - Jacksonville Beach, FL
Ocean Villas at Serenata Beach - St. Augustine, FL
Watermark - Jacksonville Beach, FL
Oceanic Condominium - Jacksonville Beach, FL
Ocean 14 Condominium - Jacksonville Beach, FL
Serena Point Condominium - Jacksonville Beach, FL
Oceania Condominium - Jacksonville Beach, FL

Active Adult Communities

Del Webb Ponte Vedra - Ponte Vedra, FL
Stone Creek by Del Webb - Ocala, FL
Villages of Seloy - St. Augustine, FL
Cascades at World Golf Village - St. Augustine, FL
The Haven at New Riverside - Bluffton, SC
Artisan Lakes - Jacksonville, FL

Religious/Schools

St. Mark's Episcopal Church - Brunswick, GA
Memorial Presbyterian - St. Augustine, FL
Grace Mem. Presbyterian - St. Augustine, FL
Trinity Episcopal Church - St. Augustine, FL
St. Mark's Towers - Brunswick, GA
Isle of Faith Methodist - Jacksonville, FL
Deermeadows Baptist - Jacksonville, FL
Frederica Academy - St. Simons Island, GA
Fishburne Military School - Waynesboro, VA
The Greenwood School - Jacksonville, FL

Reserve Analyst & Inspector's Credentials

Charles R. Sheppard RS PRA CCI

Charlie Sheppard is the owner and President of Community Advisors which provides capital reserve analysis, consulting services, commercial inspections and project management for community associations, private clubs, churches, schools and other entities.

He has over 30 years of experience in real estate development, property operation, commercial property inspections and construction management. He has participated on the development team for large planned unit developments and mid-rise office building parks. He has also worked for many years as commercial construction manager for a wide range of structures including medical facilities, office buildings, churches, restaurants, clubhouses, infrastructure installation and remodeling and repositioning of properties to match market conditions.

Areas of expertise include mechanical and electrical systems, energy management systems, life safety systems, plumbing systems, building envelope and roof components. Horizontal improvement experience include marine structures, street and site concrete construction, utilities, site work and landscaping improvements.

Inspection projects include: High rise office and residential buildings, restaurants, industrial properties, churches, private schools, private clubs, marinas, medical facilities, warehouse and industrial properties, water treatment facilities and residential properties.

Charlie is a regular speaker at CAI events, teaches continuing education classes and enjoys attending Board of Director meetings to share the benefits of Reserve Planning. He has also published articles on Capital Reserve Analysis and Construction Management.

Education - Virginia Polytechnic Institute & State University - BS

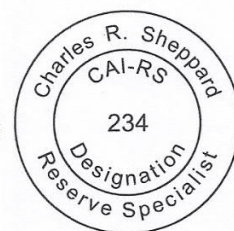
License - Certified General Contractor, Certified Home Inspector - Florida

Professional Designations & Memberships

Certified Construction Inspector, (CCI) Association of Construction Inspectors

Professional Reserve Analyst, (PRA) Association of Professional Reserve Analyst APRA

Reserve Specialist, (RS) Community Associations Institute CAI



PREPARED FOR:

Heritage Harbor Community

Development District

Reserve Study Proposal

PREPARED BY:

Paul Grifoni, PRA, RS

Engineer
Reserve Specialist, RS
Professional Reserve Analyst, PRA
Licensed Home Inspector

Custom Reserves

5470 E Busch Blvd., Unit 171
Tampa, FL 33617
Office: (888) 927-7865
Fax: (813) 200-8448
www.CustomReserves.com



Heritage Harbor Community Development District Reserve Study Proposal

Tish Dobson

Vesta Property Services

Heritage Harbor Community Development District
Reference #1282

19502 Heritage Harbor Parkway
Lutz, FL

A graphic on the right side of the page featuring the text "25+ YEARS OF EXPERIENCE" in a blue, 3D-style font. The "25+" is significantly larger than the words "YEARS OF EXPERIENCE" which are stacked below it. The graphic is set against a light blue diamond-shaped background with a white border.

Dear Board of Supervisors:

Thank you for the opportunity to be of service to your community. We take great pride in our work and in helping all our clients navigate through the Reserve Study process.

A Reserve Study is a key financial planning tool that helps Management and the Board in maintaining the common property components and planning for the future.

Included in Your Reserve Study:

- **Excellent communication** with our team. We listen to our clients' concerns. From the timing of the inspection and report delivery to the financial or physical aspects of the community, we always listen and hear your concerns.
- **Industry-leading experience** in all varieties of community associations, resorts, commercial properties, country clubs and more! With over 30 years of combined experience in the industry, we take the guess work out of budget season.
- **Timely contract completion** is a must. We understand how important your receivables can be for budget and community meetings. We take great care in saying what we mean and meaning what we say when it comes to timely delivery.
- **Accuracy** in results. The results depicted in a reserve study are only as good as the estimates of useful life, replacement cost and age of the individual components. More experience leads to greater accuracy in our product.
- **Relationship-building** is paramount. A reserve study requires updating every 2 to 3 years to keep up to date with changes in construction costs, inflation and interest rate, and new technology. We put our client relationships at the forefront of our core values.

Heritage Harbor Community Development District Reserve Study Proposal

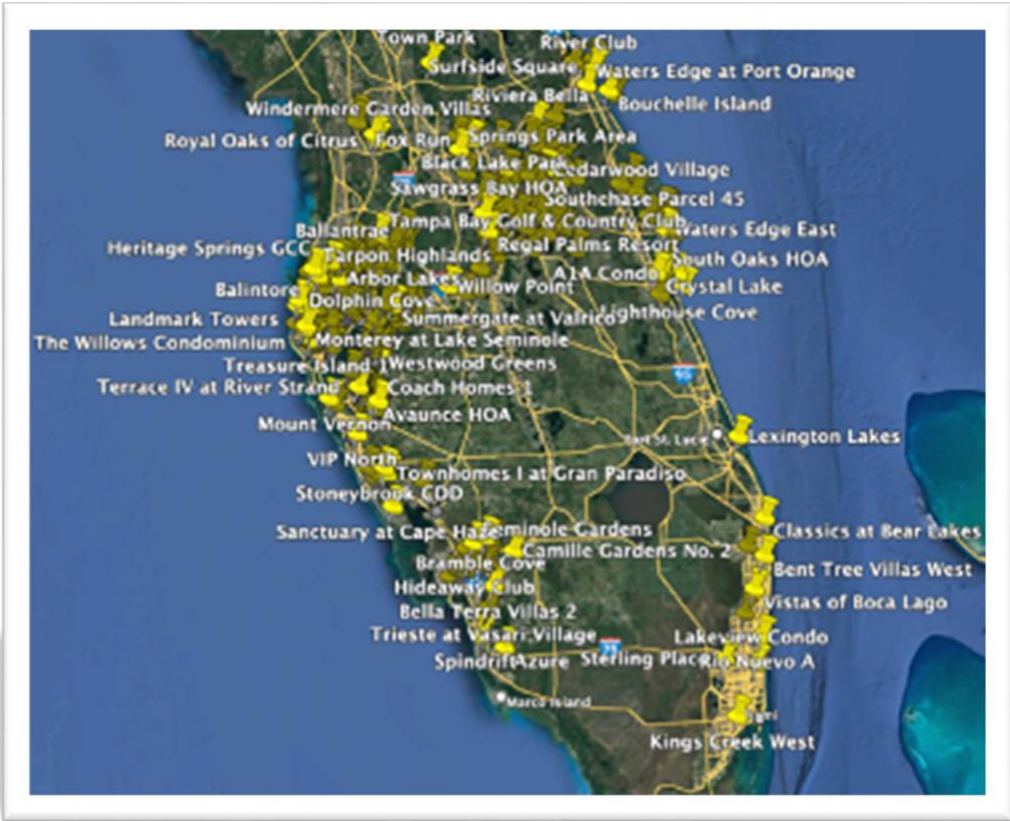
Benefits of a Custom Reserves Report

- **Proper and accurate** reserve planning for the future
- **Team review** quality assurance process for every report
- **Increased awareness** of upcoming major property repairs and replacements
- **Maximized** property and re-sale values when adequately funded
- **Increased** likelihood of loans being granted by lenders when adequately funded
- **Decreased** stress in knowing that a special assessment is not looming around the corner!

[Click Here](#)
For More Information



Florida Clients Served



Heritage Harbor Community Development District Reserve Study Proposal

Report Content and Data Visualization

CONDITION MODEL					
Component Type	Component Name	Condition	Urgency	1st Year of Replacement	
Exterior Building	Chimney Caps, Partial Replacements	5	✔	2027	
Exterior Building	Roofs, Aluminum-Coated Shakes (Incl. Soffit and Fascia)	6	✔	2050	
Exterior Building	Walls, Siding, Wood, Paint Finishes, Phased	6	✔	2023	
Exterior Building	Walls, Siding, Wood, Partial Replacements	6	✔	2023	
Property Site	Asphalt Pavement, Crack Repair and Patch	4	!	2024	
Property Site	Asphalt Pavement, Mill and Overlay, Phased	4	!	2024	
Property Site	Concrete Streets and Common Flatwork, Partial Replacement	5	!	2024	
Property Site	Light Fixtures, Bollards (Incl. Pool Area)	6	✔	2024	
Property Site	Pipes, Subsurface Utilities, Partial Replacement	7	✔	2024	
Clubhouse	Clubhouse, Deck, Composite and Wood, Replacement (Incl. Rail)	10	✔	2024	
Clubhouse	Clubhouse, Exterior Renovation	7	✔	2024	
Clubhouse	Clubhouse, HVAC Equipment, Replacement	7	✔	2024	
Clubhouse	Clubhouse, Interior Renovations	6	✔	2024	
Clubhouse	Clubhouse, Parking Area and Pool, Light Poles and Fixtures	7	✔	2024	
Clubhouse	Clubhouse, Roof, Aluminum (Incl. Gutters and Downspouts)	8	✔	2024	
Clubhouse	Clubhouse, Windows and Doors	6	!	2024	
Pool	Pool, Bulkhead, Wood, Replacement	3	✘	2024	
Pool	Pool, Deck, Pavers, Replacement (Incl. Clubhouse Area)	4	!	2028	
Pool	Pool, Fence, Metal, Replacement	4	!	2028	
Pool	Pool Finishes, Plaster and Tile (Incl. Coping)	7	✔	2028	
Pool	Pool, Structure and Deck, Total Replacement	6	✔	2052	

Easily view components by Condition and Urgency

PROPERTY COMPONENT MODEL COMPONENT	COMMON COMPONENTS (X)			REMAINING COMPONENTS (O)	
	RESERVES	OPERATING	LONG-LIVED	OWNER	OTHER
Asphalt Pavement, Crack Repair and Patch	X				
Asphalt Pavement, Mill and Overlay, Phased	X				
Chimney Caps, Partial Replacements	X				
Clubhouse, Bicycle Rack		X			
Clubhouse, Deck, Composite and Wood, Replacement (Incl. Rail)	X				
Clubhouse, Exterior Renovation	X				
Clubhouse, HVAC Equipment, Replacement	X				
Clubhouse, Interior Renovations	X				
Clubhouse, Parking Area and Pool, Light Poles and Fixtures	X				
Clubhouse, Roof, Aluminum (Incl. Gutters and Downspouts)	X				
Clubhouse, Windows and Doors	X				
Concrete Driveways at Cluster Homes				O	
Concrete Streets and Common Flatwork, Partial Replacement	X				
Decks, Garage, Serving Cluster Homes				O	
Fence Walkways, Serving Cluster Homes				O	
Fire Hydrants		X			O
Fire Hydrant Station(s)			X		
Light Poles and Associated Components					O
Light Poles and Downspouts, Serving Cluster Homes				O	
HVAC Split System Air Conditioners, Serving Cluster Homes				O	
Irrigation System, Controls		X			
Irrigation System, Pumps		X			
Light Fixtures, Bollards (Incl. Pool Area)	X				
Light Fixtures, Exterior, Serving Cluster Homes		X			
Light Poles and Fixtures at Streets					O
Other Repairs Normally Funded Through the Operating Budget		X			
Pipes, Subsurface Utilities, Partial Replacement	X				
Ponds, Serving Golf Course					O
Pool, Bulkhead, Wood, Replacement	X				
Pool, Deck, Pavers, Replacement (Incl. Clubhouse Area)	X				
Pool, Fence, Metal, Replacement	X				
Pool, Finishes, Plaster and Tile (Incl. Coping)	X				
Pool, Structure and Deck, Total Replacement	X				
Pool, Trash Receptacles		X			

Easily view components by Funding Source and Responsibility

Heritage Harbor Community Development District Reserve Study Proposal

Objectives

Conduct an on-site inspection of the common property, document condition and forecast a customized funding plan required to replace or repair these elements as they wear out over the course of their useful lives.

Scope of Services

1. An on-site meeting with Management and/or the Board.
2. Physical Analysis that includes an on-site inspection of the common property documented by photographs.
3. 30-year replacement/repair schedule that includes custom useful lives.
4. Financial Analysis with a 30-year Cash Flow and/or Component method of funding.
5. Electronic copy in PDF format of the Reserve Study that includes a detailed narrative including tables, graphs and charts depicting the findings.
6. Expenditures and Funding Plan in Excel upon request.
7. One hard copy of the Full Reserve Study upon request.
8. Free unlimited phone and online support.
9. One revision of the study up to the end of the current fiscal year.

Affiliations

Our services are provided by an Engineer with reserve study credentials from the Association of Professional Reserve Analysts (APRA) and Community Associations Institute (CAI). Additional qualifications include a Licensed Home Inspector with the Florida Association of Building Inspectors, construction management experience including estimating and scheduling.

Custom Reserves experience includes inspection and condition analysis of hundreds of communities. A partial list of relevant experience is included on the last page.



Heritage Harbor Community Development District Reserve Study Proposal

When the Reserve Study is complete, your community will have access to live support and edit capability until the budget is approved. These revisions include adjustments to variables such as costs, times of replacement, inflation, and interest rates.

Cost estimates are based on localized information gathered from resources that include, but are not limited to, local vendors and industry databases, combined with experience in home building, site development and actual data gathered from conducting thousands of reserve studies, collectively. Useful lives are generated from several factors such as environment, construction materials and historical information.

Client Responsibilities

This project requires involvement by your accounting personnel. To help achieve a smooth and successful implementation, it will be your responsibility to perform the following:

1. Include a copy of the financial statements i.e. (balance sheet, income statement and/or copy of the annual budget along with other financial reports.)
2. Supply the governing documents if applicable.
3. Provide access to all common areas.
4. Disclose known historical information.

Report Use

You may show our report in its entirety to those third parties who need to review the information contained herein. The Client and other third parties viewing this report should not reference Custom Reserves or our report, in whole or in part, in any document prepared and/or distributed to third parties without our written consent. This report contains intellectual property by Custom Reserves, LLC specified to this engagement.

Client agrees to indemnify and hold harmless Custom Reserves against any and all losses, claims, actions, damages, expenses or liabilities, including attorney's fees, to which Custom Reserves may become subject in connection with this engagement, because of any false, misleading or incomplete information supplied by client or third parties under client's control or direction.

The inspection and analysis of the subject property is limited to visual observations and is noninvasive. Custom Reserves does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, structural, latent or hidden defects which may or may not be present on or within the property. Our opinions of estimated costs and remaining useful lives are not a guarantee or a warranty of the common components.

Client Name

Custom Reserves maintains the confidentiality of all conversations, documents provided and the contents of the report, subject to legal or administrative process or proceedings. These conditions can only be modified by written documents executed by both parties.

Heritage Harbor Community Development District Reserve Study Proposal

[Click Here](#)
For Sample Report



Components Anticipated to be Included in Your Custom Reserve Study

Component Category	Component Name
Clubhouse	Exterior Renovations Fire Alarm System HVAC Equipment Interior Renovations Restaurant Roof Windows and Doors
Property Site	Asphalt Pavement Concrete Flatwork Fences Gate Systems Guard House Irrigation System Ponds Storm Water System Signage Tennis Courts
Golf Course	System Maintenance Building Maintenance Equipment Rest Room Buildings Signage Tee Boxes

Heritage Harbor Community Development District Reserve Study Proposal

REF #: 1282

Professional Fees

Fee estimates are based on the components summarized in the previous table. The fee for this Full Reserve Study is ----- **\$9,700.**

Custom Reserves appreciates the opportunity to be of service. Upon acceptance of this proposal, **please sign and return this page along with a fifty percent (50%) retainer payment.** We will contact you to schedule a site visit and inspection upon receipt of this payment. The remaining balance will be due upon receipt of the report.

This letter sets forth the understanding of the District and serves as confirmation of services provided by Custom Reserves.

Owner reserves the right to reject any and/or all Proposals received, and to rebid if the Owner deems necessary. Owner is not subject to pay any costs incurred by Vendors in the preparation and submission of their Proposals.

Sincerely,



Paul Grifoni, PRA, RS

Engineer
Reserve Specialist
Professional Reserve Analyst
Licensed Insurance Adjuster
Licensed Home Inspector



5470 E Busch Blvd., Unit 171
Tampa, FL 33617
Office: (888) 927-7865
Fax: (813) 200-8448
contact@customreserves.com
www.CustomReserves.com






Accepted By

Title

Date

OPTIONAL future services are available upon request as depicted below. If your Association is interested in any of the following services, **please check the appropriate box** and we can provide pricing upon completion of the current reserve study. Please note that a non-site update can only be conducted one time between site visits.

-  Annual Review of the 30-year expenditures and funding plan(s) only
-  Non-site update
-  Update with site visit

Heritage Harbor Community Development District Reserve Study Proposal

Experience

Experience includes condominiums, homeowners associations, planned unit developments, property owner associations, co-operatives and community development districts with construction styles that range from townhouses to hi-rises. Other experience includes specialty establishments such as golf clubs, international properties, vacation ownership resorts (timeshares) as well as worship, retreat and camp facilities.

A partial list of recent reserve study experience follows below:

Oak Creek Community Development District is a local unit of special purpose government located within Pasco County, FL established in 2004 and responsible for the common elements shared by 550 homes. The development contains a pool, playground, security system and ponds.

Ballantrae Community Development District is a local unit of special purpose government located within Pasco County, FL established by the county in 2004 and is responsible for the common elements shared by 936 homes. The development contains building, pool and property site components.

Terra Bella Community Development District is a local unit of special purpose government located within Land O' Lakes, Florida and is responsible for the common elements shared by 253 property owners. Terra Bella CDD was built around 2011. The development contains streets, irrigation, pavers, concrete flatwork, retaining walls, signage and a storm water system.

Harbor Bay Community Development District owns and operates the community areas of Mira Bay in Apollo Beach FL including common areas, recreational facilities, public roadways, storm water management systems, street lighting, landscaping, clubhouse with café, lap pool, waterslide, clay tennis courts 35,000 linear feet of sea wall, boatlifts.

Whitlock Homeowners Association is a planned unit development established in 2002, located in Zephyrhills, FL and is responsible for the common elements shared by 222 property owners within 111 buildings. The development contains exterior building and property site components.

The Groves Golf and Country Club Master Association is a planned unit development established in 2000 and located in Land O Lakes, FL. The Groves is responsible for the paint and roofs shared by 285 Club Homes, 273 Courtyard Homes and 123 Patio 1 Homes.

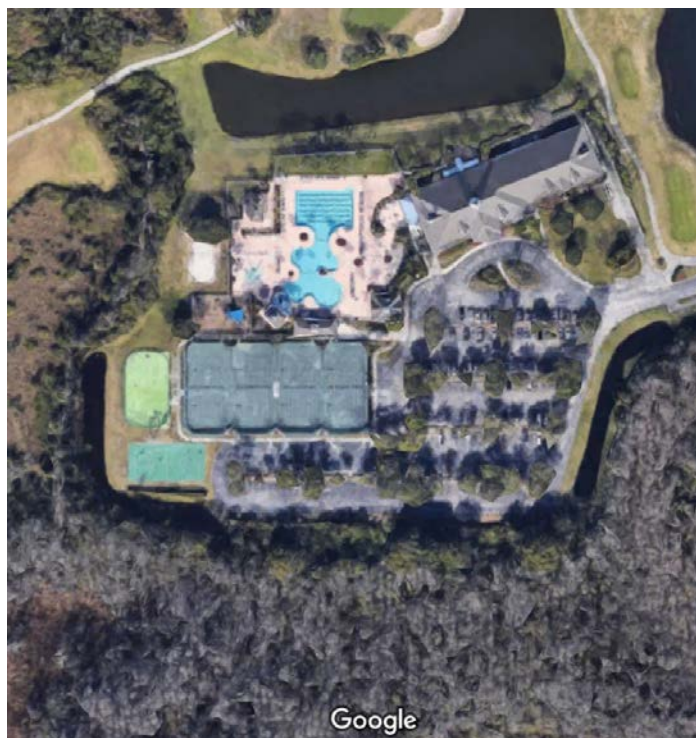


RESERVE STUDY UPDATE PROPOSAL

Heritage Harbor Community Development District

Prepared for:
Ms. Tish Dobson, Property Manager
c/o Vesta Property Services

July 21, 2023



Prepared by:
Reserve Advisors, LLC
201 E. Kennedy Boulevard, Suite 1150
Tampa, FL 33602
(800) 980-9881
www.reserveadvisors.com

July 21, 2023

Dear Ms. Tish Dobson,

Thank you for the opportunity to present Heritage Harbor Community Development District with this proposal for a reserve study update, with site-visit (Level II).

As a fiduciary, your Board of Directors has been entrusted to represent and protect the best interests of their community. Our expert reserve study update will be the guide that you and your board rely on for maintaining sufficient reserve funds and prioritizing long-term capital planning.

While our industry-leading team of consultants have conducted over 26,000 reserve studies, they will approach your study with the firm understanding that your community's needs are truly unique. That's why we guarantee:



FULL ENGAGEMENT

It's our job to understand your specific concerns and to discuss your priorities in order to ensure your reserve study experience exceeds your expectations.



DETAILED UNDERSTANDING

We will do whatever it takes to ensure Heritage Harbor Community Development District has complete confidence in interpreting and putting into practice our findings and recommendations.



ONGOING SUPPORT

This will not be a one-and-done report. Unlike other firms, we provide your current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery.

At Reserve Advisors, we take great pride in helping communities thrive. By applying industry leading expertise, we deliver unbiased guidance that supports the Heritage Harbor Community Development District Board with maintaining their community's long-term physical and financial health.

Please sign and return the [Confirmation of Services](#) page to get started.

Sincerely,

Matt Kuisle, Southeast Regional Executive Director
(800) 980-9881

RESERVE STUDY BENEFITS



FOR BOARDS

- ✓ Fulfills your fiduciary responsibility
- ✓ Supports board decisions
- ✓ Streamlines your budget process
- ✓ Prioritizes capital projects



FOR HOMEOWNERS

- ✓ Ensures fair and equitable reserve contributions
- ✓ Reduces long-term cost of ownership
- ✓ Minimizes risk of assessments

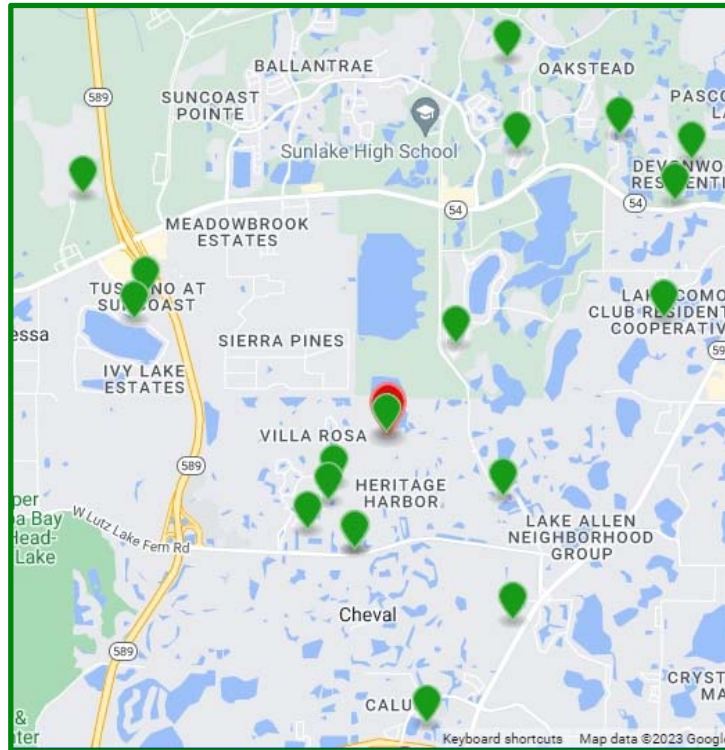
MAIN REASONS COMMUNITIES CHOOSE RESERVE ADVISORS

<ul style="list-style-type: none"> ✓ Multi-disciplined Expert Engineers <ul style="list-style-type: none"> • With more than 40 engineers, we match our expertise with your community rather than a “one size fits all” engineer 	<ul style="list-style-type: none"> ✓ Dedicated Support During and After the Reserve Study <ul style="list-style-type: none"> • Industry leading support by our team of multi-disciplined engineers ensures your complete satisfaction
<ul style="list-style-type: none"> ✓ Comprehensive Reports to Solve Problems Before They Escalate <ul style="list-style-type: none"> • Thorough condition assessments that prioritize your near-term projects • Best practices and technical illustrations to better understand project scope and compare contractor bids 	<ul style="list-style-type: none"> ✓ Knowledge of Local Replacement Costs <ul style="list-style-type: none"> • Our proprietary cost database comprises actual client project costs and is the basis for adequate — not excessive — reserve budgets
<ul style="list-style-type: none"> ✓ Unbiased Recommendations With Your Best Interests in Mind <ul style="list-style-type: none"> • We do not provide design or project management services • We do not profit from your capital projects 	<ul style="list-style-type: none"> ✓ Exclusive and Unique Easy-to-use Expenditures Table <ul style="list-style-type: none"> • View all of your community’s reserve components in one place • See all of your prioritized capital projects for the next 30 years
<ul style="list-style-type: none"> ✓ Unmatched Local Experience <ul style="list-style-type: none"> • Intimate working knowledge of local costs and conditions that affect your community 	



CLIENTS SERVED NEAR YOU

Red represents your property, Green represents our clients.
References available upon request.



Name	City
Tanglewylde Homeowners Association, Inc.	Land O Lakes
Devonwood Homeowners Association, Inc.	Land O' Lakes
Offices of Devonwood Condominium Association, Inc.	Land O' Lakes
Stonegate of Pasco Homeowners Association, Inc.	Land O' Lakes
Weymouth Homeowners Association, Inc.	Land O' Lakes
Cheval West Community Development District	Lutz
Fern Glen Homeowners Association, Inc.	Lutz
Heritage Harbor Golf and Country Club Community Association, Inc.	Lutz
Lake Como Co-op, Inc.	Lutz
Lakeshore Preserve Homeowners Association, Inc.	Lutz
Lakeview at Calusa Trace Condominium Association, Inc.	Lutz
Stonebrier Homeowners Association, Inc.	Lutz
Sylvan Crossing Homeowners Association, Inc.	Lutz
Villa Rosa Master Association, Inc.	Lutz
Waterside Homeowners' Association of LML, Inc.	Lutz
Ivy Lake Estates Association, Inc.	Odessa
The Preserve of Pasco County Community Association, Inc.	Odessa
Tuscano at Suncoast Crossings Condominium Association, Inc.	Odessa
Traditions at Villa Rosa Homeowners Association	Lutz

QUALIFICATIONS

SPECIALIZING IN RESERVE STUDIES SINCE 1991

Reserve Advisors is an engineering firm that specializes in reserve study consulting services for common-interest communities. We've partnered with more than 29,000 clients, providing communities across the United States the peace of mind that comes from long-term planning and proactive asset management. Our full-time staff of engineers conduct life and valuation analyses for building, mechanical system, site and recreational components and utilizes its breadth of experience to deliver the most realistic capital planning solutions in the industry.

60+
ENGINEERS

29,000
RESERVE STUDIES CONDUCTED

300+
YEARS OF RESERVE STUDY EXPERIENCE

A LEADERSHIP TEAM LIKE NO OTHER

Reserve Advisors' leadership team comprises 6 licensed professional engineers with a combined 90 years of reserve study experience. What sets our leadership team apart is the around-the-clock collaboration they demonstrate to share field intelligence, market trends and to discover new products, materials, and best practices. The intelligence they gather is constantly enhancing our recommendations for the good of your community, and keeps Reserve Advisors a step ahead.

Matt Kuisle
**REGIONAL
EXECUTIVE DIRECTOR**

*23 Years of Experience
275+ Studies Conducted*



PROFESSIONAL ENGINEER (FL)

Reserve Specialist
Professional Reserve Analyst

Nancy Daniel
**REGIONAL
ENGINEERING MANAGER**

*9 Years of Experience
400+ Studies Conducted*



PROFESSIONAL ENGINEER (TX)

Reserve Specialist
Licensed Community Association Manager (FL)

Colin Niemeyer
**REGIONAL
ENGINEERING MANAGER**

*6 Years of Experience
500+ Studies Conducted*



PROFESSIONAL ENGINEER (FL, NC)

Reserve Specialist



SCOPE OF WORK

FOR CONFIDENCE IN ALL DECISIONS

Reserve Advisors will perform a Reserve Study Update, with Site-Visit (Level II) in accordance with Community Associations Institute (CAI) National Reserve Study Standards. The reserve study includes both a physical analysis and financial analysis of your districts common property. Your reserve study comprises the following activities:

Physical Analysis: If applicable, the reserve study consultant updates the list of reserve components to reflect any changes to the property since the previous reserve study. A new condition assessment or physical evaluation is completed for each reserve component and the current condition of each is documented with photographs. Updated life and valuation estimates are performed to determine estimated useful lives, remaining useful lives and current cost of repair or replacement.

Financial Analysis: The reserve study consultant identifies the current reserve fund status in terms of cash value. An updated funding plan is then prepared. The funding plan outlines recommended annual reserve contributions to offset the future cost of capital projects over the next 30 years.

Heritage Harbor Community Development District comprises 670 homes in Lutz. We've identified and will include the following reserve components in your Reserve Study Update:

Site Components

- Ponds (78)
- Irrigation System
- Landscaping
- Gate House
- Monuments
- Signage

Golf Course Elements

- 18-hole Golf Course
- Golf Cart Paths including Bridges
- Maintenance Facilities
- Restroom Buildigs
- Irrigation Systems & Controls

Clubhouse Elements

- Roofs including Assembly
- Exterior Wall Finishes
- Lobbies, Hallways & Stairwells including Paint Finishes, Wall Coverings, Light Fixtures, Floor Coverings, etc.
- Life Safety System
- Pro Shop
- Restaurant
- Kitchen
- Furnishings
- Locker Rooms
- Library
- Plumbing, Mechanical and HVAC Systems

Scope of work includes all property owned-in-common as defined in your districts declaration and other property specifically identified that you'd like us to include.



KEY ELEMENTS OF YOUR RESERVE ADVISORS RESERVE STUDY UPDATE

INDUSTRY LEADING SUPPORT

- ✓ Your reserve study experience is tailored to your specific needs, ensuring your community's concerns are thoroughly addressed and its priorities are met
- ✓ We provide current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery

TABLES AND GRAPHS EXCLUSIVE TO RESERVE ADVISORS

- ✓ **Reserve Expenditures** - View your community's entire schedule of prioritized expenditures for the next 30-years; on one spreadsheet

RESERVE EXPENDITURES

Reserve Component Inventory	Estimated 1st Year of Event	RUL = 0 FY2021	1 2022	2 2023	3 2024	4 2025	5 2026
Exterior Building Elements							
Roofs, Asphalt Shingles, Phased	2025					228,696	234,414
Roofs, Flat, Phased	2025					71,748	73,542
Walls, Stucco, Paint Finishes and Capital Repairs	2022		38,438	39,398	40,383		
Walls, Trim, Soffits and Fascia, Paint Finishes	2022		12,812	13,133	13,461		
Property Site Elements							
Asphalt Pavement, Mill and Overlay, Phased	2025					108,643	111,359
Pavers, Masonry	2025					22,518	
Retaining Walls, Timber (Replace with Masonry)	2024				76,998	78,923	
Anticipated Expenditures, By Year		0	51,250	52,531	130,842	510,528	419,315



- ✓ **Funding Plan** - Establishes adequate, not excessive recommended annual reserve contributions to meet your future project needs

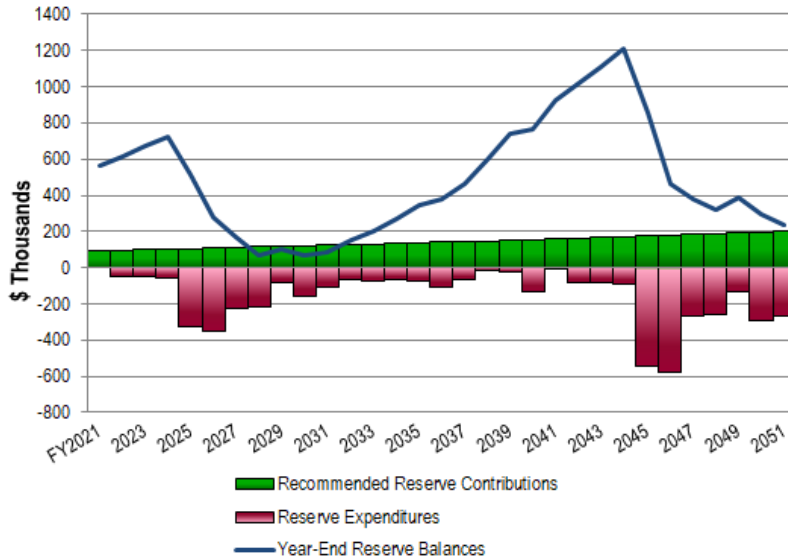
RESERVE FUNDING PLAN

	Individual Reserve Budgets & Cash Flows for the Next 30 Years					
	FY2021	2022	2023	2024	2025	2026
Reserves at Beginning of Year	567,289	666,648				357,432
Total Recommended Reserve Contributions	92,000	95,500				109,500
Estimated Interest Earned, During Year	7,359	8,265				2,430
Anticipated Expenditures, By Year	0	(51,250)	(52,531)	(130,842)	(510,528)	(419,315)
Anticipated Reserves at Year End	\$666,648	\$719,163	\$774,541	\$755,323	\$357,432	\$50,047



KEY ELEMENTS OF YOUR RESERVE ADVISORS RESERVE STUDY UPDATE


- ✓ **Reserve Funding Graph** highlights your community's financial health and provides visibility to your projected 30-year cash flow



COMPREHENSIVE REPORTS

Reserve Advisors delivers insights that enhance your ability to make informed decisions. Our reports:

- ✓ Include detailed photos that document the condition of your property
- ✓ Provide project-specific best practices and diagrams to help you understand the scope of future projects
- ✓ Recommend preventative maintenance activities to maximize component useful lives



RESERVE ADVISORS
Roofs, Asphalt Shingles
Line Items: 1,286 through 1,295
Quantity: Approximately 5,800 square feet at the following locations:

Location	Quantity (Square Feet)	Years of Construction
Concord Lane	500	2001-2003
Kenwood Drive	400	1985
Briarwood and Thrive Streets	400	2004-2007
Spruce Lake Drive	400	2005-2006
Maple Creek and Ocean Lakes	500	2006
Washington Street	200	1988
Jefferson Drive	400	2008-2010
Alaska and Central Lakes	500	2012-2015
Jefferson Street	400	2012-2015

History: The roof shingles at Concord Lane and Kenwood Drive were replaced from 2019 to 2020. The remaining roof systems are original to construction.
Condition: The original roof systems exhibit signs of damage to and granular loss. The roof systems at Washington and Jefferson Drive exhibit cracked sheathing, delamination, shingle damage, and missing shingles are evident in the Ridge and Central Lakes north. The Board informs us of an extensive history of water infiltration due to ice dam formation, primarily at the head elevations.

Photographs documenting present condition and early signs of weathering on two roof systems. Please refer to notes.



EXCEL SPREADSHEETS

Make more informed financial decisions using the industry's most advanced Excel spreadsheets with formulas and funding calculator.

- ✓ Evaluate the financial implications of adjusting expenditures and/or annual funding levels
- ✓ Create and compare various reserve funding schedules to help guide your budget process
- ✓ Address the unexpected - Make adjustments to take into account unanticipated expenses
- ✓ Keep your reserve expenditures and funding schedules current between studies

[Download Our Report Overview](#)



**It is more than just a reserve study.
It's added value and peace of mind with unconditional support.**

**CONFIRMATION OF SERVICES FOR
HERITAGE HARBOR COMMUNITY DEVELOPMENT DISTRICT**

Reserve Study Update with Site-Visit (Level II) for a total investment of **\$12,000** (includes all expenses). You'll receive:



- Electronic PDF Report with 30-year Reserve Expenditure and Funding Plans (3) tables



- Excel file of Reserve Expenditures and Funding Plan tables with formulas for creating alternate expenditure and funding schedules



- We tailor your experience to your specific needs and ensure your priorities are addressed
- Meeting with our engineer on the day of our visual property inspection
- We are available to answer questions and to provide guidance well beyond report delivery

OPTIONAL SERVICES

___ One (1) Bound Report hard copy (no charge); Additional copies at \$75 ea. – indicate quantity: ___

To authorize the reserve study update:

- 1. Sign and email agreement to
Matt@reserveadvisors.com.**

Signature: _____
 (Print Name): _____
 Title: _____
 Date: _____
 For: **Heritage Harbor Community
 Development District (171201)**

- 2. Send \$6,000 retainer to:**
 Reserve Advisors, LLC
 735 N. Water Street, Suite 175
 Milwaukee, WI 53202

*Retainer invoice will be emailed to you and is due upon authorization and prior to inspection. The balance is due net 30 days from report shipment. Following receipt of balance due, you may request one set of complimentary changes within six months of report shipment. Agreement is subject to our Professional Services Conditions.

You will receive your electronic report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal, signed above by Reserve Advisors, LLC and dated July 21, 2023, is valid for 45 days, and may be executed and delivered by facsimile, portable document format (.pdf) or other electronic signature pages, and in any number of counterparts, which taken together shall be deemed one and the same instrument.



PROFESSIONAL SERVICE CONDITIONS

Our Services - Reserve Advisors, LLC (“RA” or “us” or “we”) performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan, to create reserves for anticipated future replacement expenditures of the subject property. The purpose of our energy benchmarking services is to track, collect and summarize the subject property’s energy consumption over time for your use in comparison with other buildings of similar size and establishing a performance baseline for your planning of long-term energy efficiency goals.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. Our energy benchmarking services with respect to the subject property is limited to collecting energy and utility data and summarizing such data in the form of an Energy Star Portfolio Manager Report or any other similar report, and hereby expressly excludes any recommendations with respect to the results of such energy benchmarking services or the accuracy of the energy information obtained from utility companies and other third-party sources with respect to the subject property. The reserve report and any energy benchmarking report (i.e., any Energy Star Portfolio Manager Report) (including any subsequent revisions thereto pursuant to the terms hereof, collectively, the “Report”) are based upon a “snapshot in time” at the moment of inspection. RA may note visible physical defects in the Report. The inspection is made by employees generally familiar with real estate and building construction. Except to the extent readily apparent to RA, RA cannot and shall not opine on the structural integrity of or other physical defects in the property under any circumstances. Without limitation to the foregoing, RA cannot and shall not opine on, nor is RA responsible for, the property’s conformity to specific governmental code requirements for fire, building, earthquake, occupancy or otherwise.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the Report. RA does not provide invasive testing on any mechanical systems that provide energy to the property, nor can RA opine on any system components that are not easily accessible during the inspection. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services, nor does RA investigate vapor, water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions, and RA assumes no responsibility for any such conditions. The Report contains opinions of estimated replacement costs or deferred maintenance expenses and remaining useful lives, which are neither a guarantee of the actual costs or expenses of replacement or deferred maintenance nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. Except to the extent resulting from RA’s willful misconduct in connection with the performance of its obligations under this agreement, you agree to indemnify, defend, and hold RA and its affiliates, officers, managers, employees, agents, successors and assigns (each, an “RA Party”) harmless from and against (and promptly reimburse each RA Party for) any and all losses, claims, actions, demands, judgments, orders, damages, expenses or liabilities, including, without limitation, reasonable attorneys’ fees, asserted against or to which any RA Party may become subject in connection with this engagement, including, without limitation, as a result of any false, misleading or incomplete information which RA relied upon that was supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction or to whom you provided the Report. NOTWITHSTANDING ANY OTHER PROVISION HEREIN TO THE CONTRARY, THE AGGREGATE LIABILITY (IF ANY) OF RA WITH RESPECT TO THIS AGREEMENT AND RA’S OBLIGATIONS HEREUNDER IS LIMITED TO THE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RA FROM YOU FOR THE SERVICES AND REPORT PERFORMED BY RA UNDER THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. YOUR REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND ARE YOUR SOLE REMEDIES FOR ANY FAILURE OF RA TO COMPLY WITH ITS OBLIGATIONS HEREUNDER OR OTHERWISE. RA SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS AND LOST SAVINGS, LOSS OF

USE OR INTERRUPTION OF BUSINESS, HOWEVER CAUSED, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY, STRICT LIABILITY OR OTHERWISE, EVEN IF RA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL RA BE LIABLE FOR THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. RA DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED OR OF ANY NATURE, WITH REGARD TO THE SERVICES AND THE REPORT, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.



Report - RA will complete the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations with respect to the reserve study and is deemed complete. RA will consider any additional information made available to RA within 6 months of issuing the Report and issue a revised Report based on such additional information if a timely request for a revised Report is made by you. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit. RA reserves the right to, and you acknowledge and agree that RA may, use any data provided by you in connection with the services, or gathered as a result of providing such services, including in connection with creating and issuing any Report, in a de-identified and aggregated form for RA's business purposes.

Your Obligations - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. Additionally, you agree to provide historical replacement schedules, utility bills and historical energy usage files that RA requests and deems necessary to complete the energy benchmarking services, and you agree to provide any utility release(s) reasonably requested by RA permitting RA to obtain any such data and/or information from any utility representative or other third party. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

Use of Our Report - Use of the Report is limited to only the purpose stated herein. You acknowledge that RA is the exclusive owner of all intellectual property rights in and relating to the Report. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and that you will be liable for the consequences of any unauthorized use or distribution of the Report. Use or possession of the Report by any unauthorized third party is prohibited. The Report in whole or in part is not and cannot be used as a design specification for design engineering purposes or as an appraisal. You may show the Report in its entirety to the following third parties: members of your organization (including your directors, officers, tenants and prospective purchasers), your accountants, attorneys, financial institutions and property managers who need to review the information contained herein, and any other third party who has a right to inspect the Report under applicable law including, but not limited, to any government entity or agency, or any utility companies. Without the written consent of RA, you shall not disclose the Report to any other third party. By engaging our services, you agree that the Report contains intellectual property developed (and owned solely) by RA and agree that you will not reproduce or distribute the Report to any party that conducts reserve studies or energy benchmarking services without the written consent of RA.

RA will include (and you hereby agree that RA may include) your name in our client lists. RA reserves the right to use (and you hereby agree that RA may use) property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

Payment Terms, Due Dates and Interest Charges - If reserve study and energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and prior to the inspection by RA, and any balance is due net 30 days from the Report shipment date. If only energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and any balance is due net 30 days from the Report shipment date. In any case, any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Unless this agreement is earlier terminated by RA in the event you breach or otherwise fail to comply with your obligations under this agreement, RA's obligations under this agreement shall commence on the date you execute and deliver this agreement and terminate on the date that is 6 months from the date of delivery of the Report by RA. Notwithstanding anything herein to the contrary, each provision that by its context and nature should survive the expiration or early termination of this agreement shall so survive, including, without limitation, any provisions with respect to payment, intellectual property rights, limitations of liability and governing law.

Miscellaneous – Neither party shall be liable for any failures or delays in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority, riot, embargo, fuel or energy shortage, pandemic, wrecks or delays in transportation, or due to any other cause beyond such party's reasonable control; provided, however, that you shall not be relieved from your obligations to make any payment(s) to RA as and when due hereunder. In the event of a delay in performance due to any such cause, the time for completion or date of delivery will be extended by a period of time reasonably necessary to overcome the effect of such delay. You may not assign or otherwise transfer this agreement, in whole or in part, without the prior written consent of RA. RA may freely assign or otherwise transfer this agreement, in whole or in part, without your prior consent. This agreement shall be governed by the laws of the State of Wisconsin without regard to any principles of conflicts of law that would apply the laws of another jurisdiction. Any dispute with respect to this agreement shall be exclusively venued in Milwaukee County Circuit Court or in the United States District Court for the Eastern District of Wisconsin. Each party hereto agrees and hereby waives the right to a trial by jury in any action, proceeding or claim brought by or on behalf of the parties hereto with respect to any matter related to this agreement.

EXHIBIT 7



Safety Storage, Inc.
855 N. 5th Street
Charleston, IL 61920
Phone: (888) 345-4470
Fax: (217) 345-4428
<http://www.safetystorage.com>

Heritage Harbor Golf
Paul Shortway

Quote Date: 8/4/2023
Quote Name: Heritage ramp
Quote Number: Q451426344

Lutz, FL

Dear Paul:

Safety Storage, Inc., on behalf of its representative Steve Lauber, is pleased to submit the following quotation for the manufacture of Safety Storage Product(s) specially configured per your request. The specifications for this product are attached for your review. The following quotation will be honored for a period of thirty (30) days from the date of this quote.

All applicable sales taxes are the responsibility of the customer; these taxes are not included in the price quoted. Applicable sales tax must be added to the purchase order. If tax exempt, please supply a copy of your Tax Exempt Certificate with your purchase order.

Due to unpredictable price increases we are currently experiencing in building components and materials, confirm the current purchase price before issuing any Purchase Orders.

Quote Items

1.00 Ramp, Steel (36"W x 88"L)

Quoted Items Price

2,500.37

Lead Time: 12 to 14 weeks after approval. Allow up to 5 days for Delivery. This is an estimate only; lead time affected by project complexity and production backlog at the time of order. Delivery time varies depending on location and season.

Delivery Terms are F.O.B. Origin – Prepaid & Added to Invoice. Freight charges, if included in this quote, are estimated charges only. Actual charges will be determined at time of shipment. Please indicate shipping preference on your purchase order.

Please issue your purchase order and send directly to one of the following:

A copy of the purchase order may be mailed to:
Safety Storage Inc
855 N. 5th Street
Charleston, IL 61920

A copy of the purchase order may be emailed to:
SteveL@safespacebuildings.com

If you should have any questions regarding this quotation, please do not hesitate to contact Sales Representative:
Steve Lauber
978.857.0569

Thank you for your interest in Safety Storage products. We look forward to working with you on the successful completion of this project.

Sincerely,

Safety Storage, Inc.
Sales Department
855 N 5th Street
Charleston, IL 61920
Phone: 217-345-4422
Fax: 217-345-4475

Ramp, Steel (36"W x 88"L)

- Access Ramp (36"W x 88"L) fabricated from 3/16" plate steel with 12GA formed side walls and protected with a "safety yellow" coating. Securely held in place with two 1/2" diameter inserts located in the door thresholds. Installation required by others.

Corporate Profile Safety Storage, Inc.

From its start, Safety Storage, Inc. has been *the* industry leader designing high quality, cost-effective secondary containment Hazmat storage and compaction products meeting the latest compliance codes for the handling, use, containment and compaction of hazardous materials.

In **1982**, seeing rapidly expanding federal, state and local regulations and changing building, fire and environmental codes, SSI responded with the industry's *first* pre-engineered, pre-fabricated, factory-built, non-combustible hazardous material storage unit.

In **1999** SSI merged with Haz-Stor. The combined company offers the widest variety of pre-engineered secondary containment *lockers* and customized *buildings* available for use in and around an existing factory.

Between those major milestones, SSI has introduced or offered a wide range of pre-engineered units in many sizes with sophisticated options and applications. A few are:

- **1985** The first explosion-resistant construction for storage and dispensing
- **1988** The first 2-hour fire-rated building Classified construction
- **1992** The first 4-hour fire-rated building Classified construction
- **1994** Drive on decontamination sump for vehicles dispensing pesticides
- **1995** CTI brand hazwaste compaction systems and drum crushers acquired
- **1996** Modular units to 1500 sq. ft. to accommodate facilities expansions
- **1999** Buildings used to house and protect paint mixing equipment and operations
- **2008** The most corrosion resistant code compliant building ever, DualSafe is launched.

Safety Storage's Strengths – Yesterday, Today and in the Future

- SSI is the *only manufacturer* with a nationwide local representative network to meet in person with you and meet your needs.
- SSI is the most compliant manufacturer in the industry. We are constantly reviewing and updating our designs to meet the latest codes and requirements.
- SSI works directly with you on site, identifying your needs, recognizing your site constraints, finding you standard or custom-engineered special purpose buildings, and evaluating alternatives to satisfy you and state and local authorities using Regional Sales Managers and factory-trained Sales Professionals.
- SSI assembles professional technical packages, price proposals, and engineered drawing packages necessary for acceptance and approval by insurance, building, and fire officials prior to delivery.
- SSI's factories apply state-of-the-art manufacturing practices, employ AWS certified welders, and host independent 3rd party inspectors resulting in consistent quality and cost savings.
- SSI offers you complete product liability insurance and warranties which support your needs for safe, reliable, cost-effective, compliant secondary containment building systems.

PURCHASER'S RESPONSIBILITIES

- Any building permits required must be obtained by purchaser
- Any off-loading of equipment (if not already included in contact). Crane off-loading (need spreader bars) or forklift off-loading.
- Foundation design, concrete pad and site location for the free standing materials storage building(s), and all related building supplied equipment.
- All shims required to level building to allow for proper function of doors, gravity rollers, push-back racks, etc.
- Final adjustment of doors for proper function after placement on site
- Fasteners, anchor bolts, grounding and other similar items for securing the storage building(s), loading ramps, electrical transformer (if required) for the complete installation.
- Remove any packing materials and tapes (e.g. closed and taped vent openings). Refer to Building setup instructions (drawings, Explosion relief panels, etc.)
- Arming and testing of dry chemical fire suppression system (if provided). This needs to be done by an authorized installer/dealer.
- The installation of the 10' long 5/8" diameter static electricity grounding rod and attachment of supplied conductor (wire) from rod to the building-grounding lug.
- Electrical power connections, including but not limited to, electrical wiring, conduit, supports, step down transformer, with local disconnect switch. The Standard building distribution panel is rated 120/240 VAC single phase for either 125 amp service. See building electrical schematic drawing for exact power requirement.
- Remote wiring such as required for plant interfacing and alarm notification.
- Emergency/Backup power, if required (generally for hazardous occupancy) is the purchaser's responsibility to provide and connect.
- Field touch-up painting.
- Building clean up due to environmental exposure while in transit (unless shrink wrap included in contract)
- Final site inspection, if required, by local authorities.
- Re-install Roll-Up doors and testing of doors (if provided and installation not specifically included in quotation and Purchase Order).
- Completion of sprinkler assembly and testing per NFPA 13 (if provided).
- 20-minute fire water containment for water sprinkler system to be supplied and installed on site by others (if not specifically included in quotation and Purchase Order).
- Ducting for ventilation system, if required, to be supplied and installed on site by others (if not specifically included in quotation and Purchase Order).
- Re-installation of items removed for shipping. (A/C, Mechanical Ventilation, Vent Extensions, Exterior Lights, Etc.).
- Refrigeration/Freezer units: Although your cooling system was installed and tested at the factory, it is important to have a qualified HVAC technician check your system out before putting it into service. Pressures and settings may need to be fine-tuned for your specific environmental conditions (i.e. defrost cycle times, head pressures, line pressures, etc.). PLEASE NOTE! Due to the ventilation requirements in hazardous material areas, Safety Storage cannot guarantee humidity control/condensation build up. Pre-conditioned air, if required, must be supplied and installed on site by others.
- Gas Detectors must be tested and calibrated on site.

Safety Storage, Inc.

855 N. 5th Street, Charleston, IL 61920

Terms & Conditions

Rev: 02/04/2022

- 1) FOB POINT: Shipping Point (Charleston, IL) unless specifically stated otherwise when quoted by Safety Storage, Inc.
- 2) FREIGHT CHARGES: Safety Storage, Inc. quotations provide "estimated" freight charges. Actual freight cost will be calculated at time of shipment and added to final invoice.
- 3) US PAYMENT TERMS: 30% down due (net 30) upon Safety Storage acknowledgement of order, with an additional 50% due (net 30) upon completion of manufacturing. Such amounts shall be invoiced and due within 30 days of invoice date. The balance due (net 30), including actual freight charges will be invoiced upon shipment and is due within 30 days of invoice date. Arrangements other than described above will require written approval from the Safety Storage CFO or CEO. Payments are calculated and paid in US Dollar currency.
- 4) PURCHASE ORDER: Your order will be added to our production schedule upon receipt of the following:
 - Credit approval
 - Approved Purchase Order
 - Signed Safety Storage Terms & Conditions
 - Tax exempt documentation if applicable
 - 30.0% down payment
 - Signed approval drawings, and or release to production
- 5) Please issue your purchase order directly to:
Safety Storage, Inc.
855 N. 5th Street
Charleston, IL 61920
Attn: Sales Manager
Fax: 217 345-4428
E-mail: Sales@safetystorage.com
- 6) REMIT TO ADDRESS (PAPER CHECKS):
Safety Storage, Inc.
Bank of Ann Arbor
P.O. Box 7484
Ann Arbor, MI 48106

BANKING INFORMATION (ELECTRONIC PAYMENT):

Account Name:	Safety Storage Inc
Account Type:	Lockbox/Checking
Account Number:	211222
Routing Number:	072413735
Bank Name:	Bank of Ann Arbor
City, State, Zip:	Ann Arbor, MI 48106

- 7) CONTACT NAME: Delivery contact name and telephone number(s) must be included on the order.
- 8) PRODUCTION TIME: Orders will be scheduled for production on a first-come, first-served basis.
- 9) CREDIT APPROVAL: Credit Approval is required on all orders.
- 10) ORDER CONFIRMATION: The estimated completion date of your order will be provided after receipt and processing of the order. Note: Orders requiring state or local approvals are placed into the production schedule after receipt of such approvals.
- 11) INTERNATIONAL PAYMENT TERMS: The following will be required prior to processing of your order. Unless otherwise noted below, all terms and conditions listed above remain valid:
 - a. Original Irrevocable Letter of Credit submitted to Bank of Ann Arbor.
 - b. Irrevocable Letter of Credit must be in an acceptable form to Bank of Ann Arbor.
 - c. The expiration date of the Irrevocable Letter of Credit must be no less than six months (6 mos.) from the date the Irrevocable Letter of Credit is received by both Bank of Ann Arbor and Safety Storage, Inc.
 - d. 30% down due (net 30) upon Safety Storage acknowledgement of an order, with an additional 50% due (net 30) upon completion of manufacturing. Such amounts shall be invoiced and payment received in advance of shipping arrangements. The balance due (net 30), including freight charges, will be invoiced upon shipment and is due within 30 days of invoice date. Arrangements other than described above will require written approval from the Safety Storage CFO or CEO. Payments are calculated and paid in US Dollar currency.
Please note that funds must be deposited using the information referenced in #6, BANKING INFORMATION above.

REGULATORY AGENCY APPROVAL: Where applicable, third party approval may be required on "closed construction" (i.e., insulated or fire-rated) units. Associated fees are not typically included in the quotation. Prior to purchase order submission, the customer is responsible for contacting the local jurisdiction to ascertain the specific requirement. If local jurisdiction deems that third party approval is not required, documentation from that agency must be provided with the purchase order. If, however, third party approval is required, estimated fees will be provided by your Safety Storage, Inc. Field Engineer and must be included on your purchase order. Upon placement of an order, Material Safety Data Sheets (MSDS) for each of the chemicals being stored in the Safety Storage building(s), quantities and container size of each chemical, and a plot plan illustrating the location of the Safety Storage building(s) relative to existing structures and/or property lines will be required to determine the occupancy classification (H2, H3, H4, H7, S1, etc). As part of the plan review, the reviewing agency may require that

additional equipment be added to the unit(s). If this should occur, the price for these additional item(s) will be quoted to the customer upon receipt of the approval and a revised purchase order will be required to proceed with the order. An estimated completion date will be provided according to terms. If, after two (2) weeks after notification that the SSI building(s) is/are available for shipment, the customer is unable to take delivery of the building(s), storage charges of \$500.00 per week, per building accrue and will be invoiced weekly.

- 1) DELIVERY ACCEPTANCE/STORAGE: If, for any reason, the customer is unable to accept delivery of the unit(s) upon production completion and notification from Safety Storage, Inc., the customer agrees to accept title of the building(s), be invoiced for the building(s) and pay the invoice according to terms. If, after two (2) weeks after notification that the SSI building(s) is/are available for shipment, the customer is unable to take delivery of the building(s), storage charges of \$500.00 per week, per building accrue and will be invoiced weekly.
- 2) Insurance: It is the customer's responsibility to insure the building after title is transferred unless otherwise agreed upon by Safety Storage Inc.
- 3) DRY CHEMICAL FIRE SUPPRESSION SYSTEM: Systems must be shipped unarmed to preclude accidental discharge during transportation. It is the customer's responsibility to initiate a start-up and regular maintenance program for each building by contacting the nearest Representative of the fire suppression system manufacturer.
- 4) DOCUMENTATION & PERMITTING: A certified engineering package consisting of detailed schematics and structural calculations, necessary for permitting, are available for an additional charge, subsequent to order placement.
- 5) OFFLOADING: All Safety Storage, Inc. buildings are shipped on open flatbed trailers. Offloading the building(s) at the customer's site is the responsibility of the customer. Upon order entry, offloading instructions will be provided to you by the Sales Project Coordinator to enable you to arrange offloading equipment of the proper type and capacity. NOTE: Offloading arrangements should not be made prior to notification from Safety Storage, Inc.'s Corporate Transportation Department as to actual delivery date of the unit(s). Safety Storage, Inc. will not be responsible for any incurred offloading charges as the result of an unauthorized arrangement.
- 6) INSTALLATION: Installation (anchoring, electrical connections, plumbing connections, etc.) of Safety Storage, Inc. buildings are the responsibility of the customer. Unless quoted by Safety Storage Inc. and noted on the purchase order.
- 7) PRELIMINARY LIEN: Safety Storage, Inc. reserves the right to pre-lien orders to assure payment.
- 8) DEMURAGE: In the event of any delays in offloading the Safety Storage, Inc. building(s) at the delivery site caused by the customer's inability to have the site prepared, the customer will be responsible for charges assessed by the transporting company or offloading company.
- 9) CHANGE ORDERS: Safety Storage, Inc. will assess a minimum \$500 change order fee to make customer requested changes to a product that has been released to engineering prior to the change notification. Safety Storage, Inc. will assess a minimum \$1,000 change order fee to make customer requested changes to a product that has been released to production prior to the change notification. The aforementioned charges are over and above the cost to implement the requested changes. Changes may affect promised delivery dates.
- 10) RESTOCKING/CANCELLATION FEES: Safety Storage, Inc. will assess a restocking/cancellation fee of 30% of the order total. Special Order items purchased at time of cancellation will be invoiced at cost.
- 11) SECURITY: In the event that the customer does not pay an amount when due, Safety Storage, Inc. may, as provided by law, commence any legal action for collection of the amount due. Safety Storage, Inc. may also pursue any other legal action deemed necessary or appropriate with respect to the account. The customer agrees to pay reasonable collection fees, late charges, court costs and all other costs of collection.
- 12) LATE CHARGES: It is understood and agreed that all charges are due and payable in full by the 30th day after customer's receipt of invoice or agreed upon terms and conditions. Any account not paid in full within thirty (30) days of customer's receipt of invoice or negotiated terms are delinquent and will be assessed a service charge of the lower of 18% per annum, or the maximum allowable by law.
- 13) TAXES: All applicable sales or use taxes are the responsibility of the customer; these taxes are not included in the price quoted. Applicable sales or use taxes should be added to the purchase order. If tax exempt, please supply a copy of your Tax Exempt Certificate with your purchase order.
- 14) LIMITED WARRANTY
 - a. Except as indicated below, your SSI building is warranted to you as the original purchaser for one (1) year from the date of your receipt of the SSI building. Defects must be reported to the SSI Customer Service Department within one (1) year of your receipt of the SSI building. SSI will replace or repair, at SSI's option, any product which, in its opinion, is defective and has not been tampered with, modified, subjected to an accident, misuse or abuse, subjected to use in extreme conditions not expressly communicated to SSI or not maintained, inspected and tested in accord with the Maintenance Manual. At the option of the SSI Customer Service Department, a product shall be replaced or repaired at the customer's site using factory personnel or outside contractors under SSI's direction.
 - b. Fifteen (15) Limited Structural Warranty - Safety Storage, Inc., will warrant structural components (e.g., load-bearing walls, floor supports, sump structure and roof) for a period of fifteen (15) years from the date of purchase.

Twenty (20) Year Limited Structural Warranty Option - An additional five (five) year warranty can be purchased at the time of Purchase Order Sale, extending the Limited Structural Warranty to twenty (20) years. Contact SSI Sales for details and a quotation.

SSI will replace or repair, at SSI's option, within the warranty period, any structural component which, in its opinion is defective and has not been tampered with, modified, subjected to an accident, misuse or abuse, neglect, subjected to use in extreme conditions not expressly communicated to Safety Storage, Inc., or not maintained, inspected and tested in accord with the SSI Maintenance Manual shipped with the product. At the option of the SSI Customer Service Department, a structural component shall be replaced or repaired at the customer's site using factory personnel or outside contractors under SSI's direction. This limited warranty does not apply to the installation of optional equipment by others. If the product must be returned to SSI or its authorized subcontractor for warranty repair work, all installed equipment not covered under warranty must be removed (by others) prior to shipment.

- c. Limited Purchased Products or Parts Warranty - Items that are not manufactured but purchased by SSI are warranted against defects resulting from the original manufacturer's fabrication process or parts for one (1) year from the date of delivery. Such items include but are not limited to: switches, lights, electrical boxes, air conditioners, heaters, fan motors, dry chemical fire protection equipment, fusible links, door closures, door locks, electrical relays, thermostats, pressure relief valves, shut-off valves, etc. Such items should be returned to SSI's Charleston, IL factory with the prior approval of the SSI Customer Service Department. Evaluation of each reported defective part will be made by the original manufacturer or agent thereof and their judgment shall be final. Upon Safety Storage, Inc.'s receipt of the original receipts, the Customer will be reimbursed for the postal charges, duties and insurance where applicable. SSI will replace or repair, at SSI's option, any purchased product or part which, in its

opinion is defective and has not been tampered with, modified, subjected to an accident, misuse or abuse, neglect, subjected to use in extreme conditions not expressly communicated to Safety Storage, Inc., or not maintained, inspected and tested in accord with the SSI Maintenance Manual shipped with the product. At the option of the SSI Customer Service Department, a purchased product or part shall be replaced or repaired at the customer's site using factory personnel or outside contractors under SSI's direction. This limited warranty does not apply to the installation of optional equipment by others. If the product must be returned to SSI or its authorized subcontractor for warranty repair work, all installed equipment not covered under warranty must be removed (by others) prior to shipment.

- a. These limited warranties are the original purchaser's exclusive warranties and replace all other warranties or conditions, expressed or implied.
- b. Items Not Covered By Warranty - Safety Storage, Inc., does not warrant uninterrupted operation of building systems or lost production or function caused by warranty issues. Any technical support provided for a product under warranty, such as telephone assistance with "how to" questions and those regarding building and product setup and installation will be provided without warranties of any kind.
- c. Warranty Work:
 - Before Safety Storage, Inc., will approve return of any products under warranty, the Purchaser must ensure that the product(s) are free of any legal obligations or restrictions and obtain written authorization from the legal owner.
 - Prior to any on-site warranty work by SSI or its authorized subcontractor(s), the Purchaser will provide sufficient, free, and safe access the Purchaser's facilities to permit warranty repair(s).
 - Safety Storage, Inc., is responsible for the loss of, or damage to, warranted products while they are in SSI's possession. While products are in transit, any damage or loss will be the responsibility of the transporter.

- 1) **DISCLAIMER AND LIMITATION OF DAMAGES:** Except as stated in Safety Storage, Inc.'s "Limited General Warranty", "Limited Structural Warranty" and "Limited Purchased Products or Parts Warranty", SSI makes no other warranties whatsoever, whether express or implied, including the warranties of merchantability and fitness for particular purpose. SSI does not assume or authorize any person to assume for it any liability in connection with the damage. Under no circumstances, shall SSI be liable for any special, incidental, consequential, or indirect damage. SSI's maximum liability for any direct damages shall be limited to the purchase price paid by the customer for the particular product. Under no circumstances will SSI be liable for any third party claims against the original purchaser.

Customer's Signature

Date

Customer's Name



Safety Storage Inc.
 855 North 5th Street
 Charleston, IL 61920
 888-345-4470
 Fax: 217-345-4428

Credit Application

1. Company Information

Full Legal Name/Business Entity	Phone #	Fax #
Doing Business As (DBA)		
Billing Address	City	State Zip
Company Type: <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Franchise <input type="checkbox"/> Corporation <input type="checkbox"/> Other:		
D&B Number	Year Business Established	Annual Sales Type of Business
Federal Tax ID (If Incorporated)		State of Incorporation
E-Mail Address(es):		Website:

2. Bank References

Bank Name	Account Number	Contact
Address	City	State Zip Phone #

3. Trade Credit References

Company Name	Contact	Fax #
Address	City	State Zip Phone #

4. Trade Credit References

Company Name	Contact	Fax #
Address	City	State Zip Phone #

5. Trade Credit References

Company Name	Contact	Fax #
Address	City	State Zip Phone #

We hereby apply for credit and affirm financial responsibility, ability and willingness to pay invoices in accordance with published terms. The above information is warranted to be true and complete. We hereby authorize you to verify and collect information on us, including but not limited to bank references, trade credit references, consumer and/or commercial credit reports. We agree to pay a monthly finance charge of the maximum applicable state rate on all past due balances. We agree to pay all costs of collection and litigation on this account in accordance with the laws of the Creditor's State of Incorporation. We agree that all decisions with respect to the extension or continuation of credit shall be in the sole discretion of the Creditor.

Authorized Signature/Title: _____ Date: _____

EXHIBIT 8

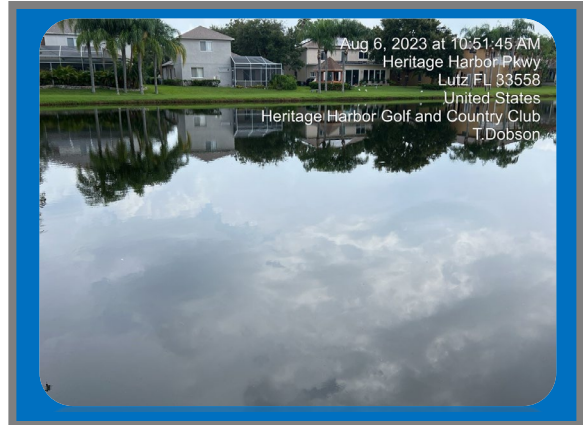
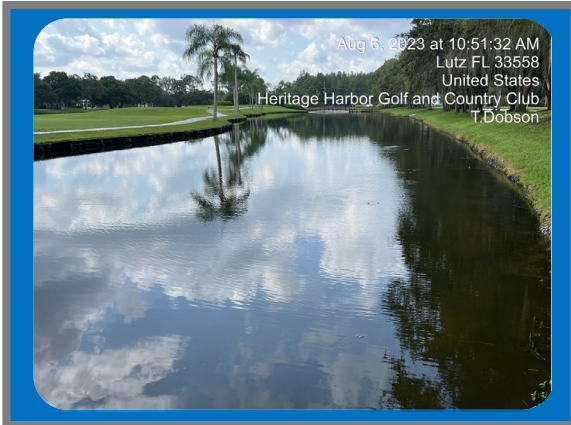


Heritage Harbor CDD Field Operations Report

August 2023

Aquatics

Pond Management: For this time of year, the ponds are in decent shape. One of the ponds experienced a fish kill due to low oxygen at the lower level of the pond. There are a few areas that have minimal amounts of algae that is on the radar. Treatment of invasive vegetation and algae blooms is on the schedule as routine maintenance.

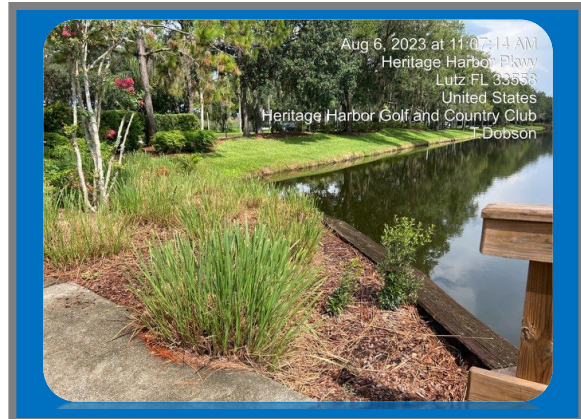




Heritage Harbor CDD Field Operations Report

Routine Maintenance

Bed Maintenance: The recent rain events have made quite a difference in the overall appearance of the beds the last couple of weeks. The beds are sharply defined and mostly weed free. The newly installed plants are beginning to blossom with new growth and should fill in by the end of the fall season.





Heritage Harbor CDD Field Operations Report

Landscape Maintenance

Mowing: The turf is in excellent condition throughout the community has a good deep green color. No visible signs of broadleaf weeds or runners extending into the beds.

Hedge Lines: The hedge lines and shrubs also look fuller and healthy. There are a few areas that may need to have one or two shrubs replaced before the end of the summer.





Heritage Harbor CDD Field Operations Report

Landscape Maintenance (Continued)

Crepe Myrtles & Palms: The Crepe Myrtles and Palms are bursting with new growth and have filled out nicely over the last month.

Summer Annual Rotation: The beds are being prepped and amended for the next round of annuals. The installation should be complete in the next 7-10 days.





Heritage Harbor CDD Field Operations Report

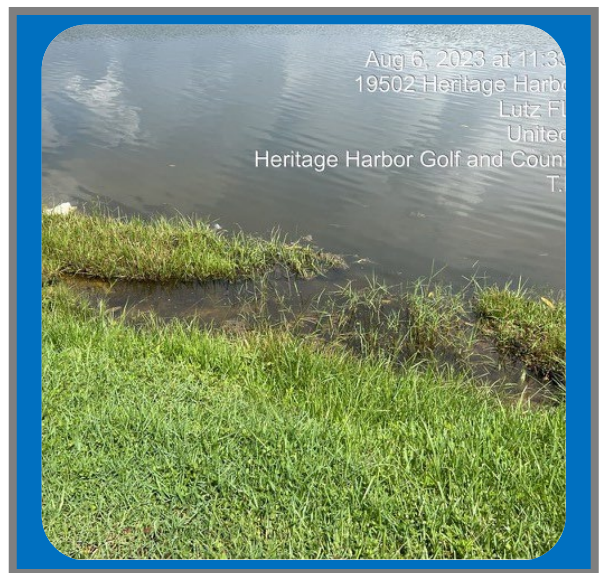
Observations

Hole 16 Retaining Wall: The wooden timbers on either side of the bridge are scheduled to be replaced, due to the deteriorating conditions of the wood. Site Masters was assisted by Tonja with a remediation plan.

Erosion: Site Masters is scheduled to remediate the blowout that occurred on the backside of the Pro Shop.

Guard House Roof: Tonja is collaborating with a structural architect on remediation plan for the attic supports.

Declining Vegetation: A few shrubs throughout the community perished due to the drought. These shrubs will be removed, and a replacement proposal is forthcoming.





Heritage Harbor CDD District Manager Report

August 2023

July Recap

Chemical Building Ramp: Hillsborough County is strongly recommending a concrete ramp to enter/exit the chemical building once the installation is complete. A proposal will be included in the agenda package for consideration.

Double Bogeys Kitchen/Main Dining Area AC Unit: Pegasus Mechanical is in the process of designing a phased remediation plan for the Board to consider. All the electrical plans and former design plans were submitted to Pegasus for review.

Golf Course Drainage: Tonja completed an assessment of the drainage project. Remediation of the grates and slopes around the grates is recommended. Tonja will schedule a call with the owner, Ian, to discuss further.

Golf Course Irrigation Well: Functioning as designed with no issues to report.

Holiday Lighting Electrical Access: If the new community message board is installed before the holiday season, please consider the addition of an electrical outlet near/on the signage to allow for a connection during the holiday season. (Unmanned entrance)

Investment Project: Jeff Witt is in the process of initiating an additional money market account for the Golf Course account.

Reclaimed Water for the Golf Course: Tonja is in the process of contacting the civil engineer who has experience with the reclaimed water assembly meter to assist Tri-con Engineering with a specific design for Heritage Harbor.

Reserve Study: Received two proposals from the following vendors.

Community Advisors

Custom Reserves

Reserve Advisors

Site Visits: 7/11, 7/14, 7/16, 7/19, 7/23, 7/30, 8/4, 8/6.

